Log into myEOL and select Banner SSB

Select Update Address and Phone. Under “Type of Address to Select” select HR Payroll/W2 Information
Complete the “valid from mm/dd/yyyy” using today’s date

Complete the “until this date mm/dd/yyyy” using your expected date of graduation

Complete the address information

**NOTE: This information is required**

Add phone numbers in the “Phone Type” field—using the pull-down menus:

a. Add “Mobile” - this should be your cell phone number
b. Add “Campus NCCU Phone”
c. Add “Emergency” (This is the cell phone or home phone you want sent a text message if a campus Emergency occurs)
d. Add “Emergency Contact 1” (This is second cell phone or home phone)
e. Add “Emergency Contact 2” (This is third cell phone or home phone)
f. When complete select “Submit”
After selecting submit, verify that all information is correct and exit the system.