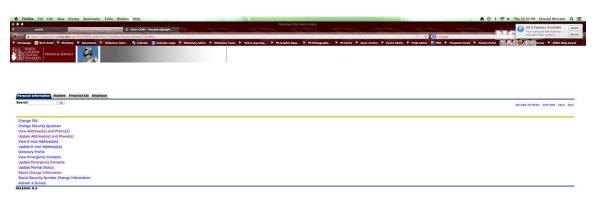
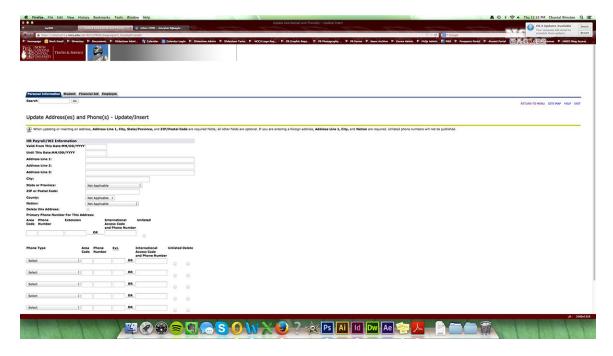


Log into myEOL and select Banner SSB





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

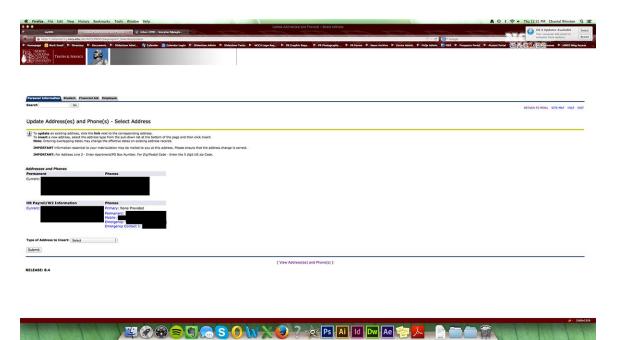
Complete the "until this date mm/dd/yyyy" using your expected date of graduation

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.