

# How-To Edit Your Address/Phone as a Current Student

1. To begin, go to the Sam Houston State University home page at <u>www.shsu.edu</u>.



2. At the top of the screen, click the Campus Tools dropdown and then select MySam.







### 3. Select the Campus Resources tab.

Sam Houston State University		SHSUOnline   Blackboard   E-mail   SamWet	My Sam
4 All Users	Travel	Human Resources	Banner - Administrative Applications
Campus Resources	Chrome River	Annual Performance Appraisal	Banner Administrative Applications
My Account	Concur Booking Tool     CTP Travel Resources     Forms	PeopleAdmin     Human Resources Policies     Human Resources Forms	Access to Banner Administrative Applications, formerly known as INB, is limited to on campus
C Registration	Policies     Procedures	Holiday Schedule     Summary of Benefits	only. Microsoft Edge or Google Chrome are preferred.
<b>≗</b> Employees	GSA - Meal & Lodging Rates     Currency Converter	ERS- Texas Employees Group Benefits     Program (GBP)	Document Management (BDM)
<b>≜</b> Faculty	Travel Card Login	New Employee Benefits Orientation Schedule     Graduate Student Insurance Information	Access to Document Management requires Internet Explorer and are only available on campus.
4 Students	IT@Sam Newsletter	Employee Wellness Program     KatSafe Emergency Management	Banner Employee Profile
	T@Sam Newsletter Communicato + Colaborato	<ul> <li>Talent Management </li> <li>Training</li> <li>Leadership Academy</li> <li>Staff Hiring Manager's Resources</li> <li>Human Resources Website</li> </ul>	Access Leave Reports, Time Sheets, EPAFs, and more! Banner Workflow Access to Banner workflow is limited to on

## 4. Select "Banner Self-Service"

Sam Houston State University			SHSUOnline   Blackboard	1   E-mail   SamWeb   Logout MY $\operatorname{Sam}$
🛎 All Users				
		Summer 2022 Grades A		×
Campus Resources		Summer 2022 grades, up	dated GPAs and updated academic standing are now available in Degree V	Vorks.
▲ My Account			SHSU Policies and Procedures	Newton Gresham Library
C Registration	Banner Self-Service		For more information visit the Policies and Procedures website.	
<b>▲</b> Employees	Comproved)		SHSU Forms	≈ sam houston state university
& Faculty	IT@Sam Resources		Specific questions about forms (and form versions) should be directed to individual departments.	Borrow or Renew Books Interlibrary Loan
4 Students	IT@Sam Newsletter - Campus technology in opportunities, technology tips and more!	formation, training	SHSU Brand Guide Our brand is our reputation. It's what others think when they hear the	Distance Learning Services Undergraduate Student Services
	Research-based Resources <ul> <li>Educause - Access research, articles and</li> </ul>	professional development	words "Sam Houston State University." We can influence these thoughts by working together in a strategic effort to produce	Graduate Student Services Faculty Services
	focused on higher ed. Technology Training Resources		professional and consistent messages and images, regardless of where the work is produced.	More Services
	Ellucian On-Demand Training - Learn to u	se the Banner system to		Databases
	its fullest potential.		Parking and Transportation	Find More on the Library Website
	<ul> <li>IT@Sam Training - Sign up for trainings of Zoom, Office 365, Qualtrics and more!</li> </ul>	n various topics such as		Chat is ON! Ask a librarian.
	<u>Technology Tutorials</u> - Access tutorials to a	assist you with Zoom,	1. Register Your License Plate 2. Pay for Parking	
	Email, O365 and more.		3. Display Towards the Driving Aisle	
	Remote Teaching, Working and Learning	Access information for all	In order to operate or benefit from the use of a motor vehicle on	Office of the Registrar
	your remote needs.		campus, each member of the SHSU community must register their	
	Technology Assistance		license plate, pay for parking permissions, and display their license	Primary functions:
	Submit a request for assistance on technical	resources:	plate toward the driving aisle. Cameras and license plate recognition	
	<u>Cherwell Portal</u>		software is used to verify parking permissions. For more information,	Request Official Transcript $\rightarrow$
	IT@Som Sonito Dook		please visit our website at www.shsu.edu/parking.	





5. Select "Personal Information" either at the top or the middle of the page.

Sam Houston State University						
Personal Information Sudent Financial Aid Faculty Services Employee						
Main Menu						
Personal Information Undate addresses, contact information or marital status; review name or social security number change info Student Apply for Admission, Register, View your academic records. Financial Aid Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view Ioan applicatio						
Faculty and Advisors Enter Grades, View Class Lists and Student Information Employee Time sheets, time off, benefits, leave or job data, paystubs, W4 data.						
Events Banner 9 Events My Action Items Action Items						
Proxy Access Menu Banner 9 Proxy ability to add and manage Proxies						

# 6. Select "Update Addresses and Phones"







## 7. Click Select under "Type of Address to Insert"

Addresses and Phones	
Mailing	Phones
Current: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340	Primary: 936-294-1111
Permanent Legal Address	Phones
Current: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340 Future: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340	Primary:936-294-1111 Cellular: 936-294-1111 Emergency Services Contact: 936-294-1111 Emergency Services Contact: 936-294-1111 Primary:936-294-1111
Employee W2 Address	Phones
Current: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340	Primary: 936-294-1111
Type of Address to Insert: Select	~
Submit	

8. Click the drop-down arrow for the address you wish to change then click Submit below it.

Type of Address to Insert:	Select 🗸	
Submit	Select Billing Employee W2 Address	
	Mailing Permanent Legal Address	d Phones   Employee Dashboard ]
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### 9. Fill out the Information and then select "Submit."

Requi	ite Address red fields on addre ge the Valid From 1	ess up	date or i	nsert are Vali			Line 1, City,	State or Provi	nce, and	ZIP or P	ostal Code;	all other fie
Addr	esses are validat	ted ag	jainst tł	ne <u>USPS</u> Dat	abase. If	you receive an	error and b	elieve your a	address i	is enter	ed correctl	y you can s
Perma	nent Legal Add	ress										
Valid F	rom This Date:	мм/	DD/YY	YY								
Until T	his Date:MM/D	D/Y	YY									
Addres	s Line 1:									<u>ا</u>		
Addres	s Line 2:											
Addres	s Line 3:											
City:												
State o	or Province:			Not App	licable	~						
ZIP or	Postal Code:											
County	/:			Not App	licable	~	·]					
Nation	:			Not App	licable	~						
Delete	this Address:											
Primar	y Phone Numb	er Fo	r This /	Address:								
	Phone Number	Ext	ension		Acce	national ss Code Phone Number	Unlisted					
				OR								
Phone	Туре		Area Code	Phone Number	Ext.	Interna Access and Ph		Unlisted er	Delete			
Select		~				OR						
Select		~				OR						
Select		~				OR						
Select		~				OR						
Select		~				OR						
Submit	Resit											
Select a	a Different Address	to Up	date									



www.shsu.edu 1- 866-BEARKAT

10. To update Emergency Contacts, navigate to the Personal Information tab by following the steps above, the select "Update Emergency Contacts"

REGISTRAR'S OFFICE Sam Houston State University MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Sam Houston State University
Personal Information Student Financial Aid Faculty Services Employee
Personal Information
Update Addresses and Phones View Emergency Contacts Update Emergency Contacts With Student Confidentia <sup>III</sup> , Status Register Your Property
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11. Then select "New contact"
Emergency Contacts
Order Name Address and Phone Relationship
1
2 Sammy Bearkat
3 New Contact



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## 12. A window will pop up with all blank information, fill that out then click "Submit Changes" Addresses are validated against the USPS Database. If you receive an error and believe

Remove Contact:						
Order:	2					
Relationship:	Not Applica	ble 🗸				
First Name:						4
Middle Name:						
Last Name:						
Address Line 1:						
Address Line 2:						
Address Line 3:						
City:						
State or Province:	Not Applica	ble	~			
Zip or Postal Code:						
Country:	Not Applica	ble		~		
	Area Code	Phone Numbe			Extension	
Telephone:				]		
Submit Changes Res	set					

13. To remove an already existing emergency contact, simply click their name

Emergency Contacts	
Order Name	Address and Phone Relationship
1	
2 Sammy Bearka	t
3 New Contact	



14. To remove an emergency contact, select "Remove Contact" then click "Submit Changes"

Remove Contact:						
Order:	2					
Relationship:	Not Applica	ble 🗸				
First Name:	Sammy					Å
Middle Name:						
Last Name:	Bearkat					
Address Line 1:						
Address Line 2:						
Address Line 3:						
City:						
State or Province:	Not Applica	ble	~			
Zip or Postal Code:						
Country:	Not Applica	ble	•	•		
	Area Code	Phone Number			Extension	
Telephone:						

15. If you wish to change an existing contact, simply click their name and fill the information out, then click **"Submit Changes"** 

Remove Contact:		
Order:	2	
Relationship:	Not Applicable 🗸	
First Name:	Sammy	<b></b>
Middle Name:		
Last Name:	Bearkat	
Address Line 1:		
Address Line 2:		
Address Line 3:		
City:		
State or Province:	Not Applicable	
Zip or Postal Code:		
Country:	Not Applicable	
	Area Phone Extension Code Number	
Telephone:		
Submit Changes Fest	et	

If you have any questions, please contact The Registrar's office by email at registrar@shsu.edu or at 936-294-1040.