How do I view or edit my personal (non-uncc) address or phone number in Banner Self Service?

Tell Me

1. Log into my.charlotte.edu.
2. Under the Banner Self Service menu select Personal Information.

3. In the My Profile screen click the Personal Information box to view and update your information.

4. Scroll to the Address, Email, and Phone Number sections. If your Permanent address, email, or phone number is not correct, edit the existing information by clicking on the pencil icon below the information or add new information by clicking the plus sign.

   At least one active address is required in Banner whether you elect a paper or electronic Form W-2.

5. For information on updating or adding your personal (non-uncc) email address to Banner, view this FAQ.
Note: To update some personal information in Banner, you will be required to verify your identity using your alternate email or phone number. If you do not have any alternate verification methods on file, please contact the IT Service Desk at 704-687-5500.

Note that distribution of W-2 Wage and Tax Statements occurs annually by January 31. Please take the time to confirm that your permanent address is correct in Banner before December 31 annually.

Questions
Submit an IT Service Desk ticket at oneit.charlotte.edu/help or by calling 704-687-5500.

Related Articles
- How do I access my Form W-2 if I am no longer employed by UNC Charlotte?
- How do I request Banner Admin access?
- Where are the Kronos Workforce Ready FAQs located?
- When are Form W-Z's distributed to employees?
- How do I enroll in direct deposit or edit my bank information?