UPDATE PERSONAL AND EMERGENCY INFORMATION

WHY:
- To ensure that YOU and others you designate receive emergency notifications when an incident impacts College operations (e.g., hurricane closing),
- To ensure your emergency contact person(s) will receive a message on your behalf if you experience illness or emergency at SCF.

How:
- Follow the instructions below to update your address, phone number(s), email and emergency contact person(s) information.

A. TO ACCESS PERSONAL AND EMERGENCY INFORMATION (FOR ALL UPDATES):
1. Go to the SCF website (scf.edu).
2. Click on and log in to SCFconnect.
3. Click on the Employee or Student tab.
4. Click on Banner Self-Service.
5. Click on Personal and Emergency Information.

B. IF YOU HAVE MOVED AND NEED TO END YOUR CURRENT ADDRESS AND ENTER YOUR NEW ADDRESS:
1. Click on Address(es) and Phone(s).
2. Click on Current.
3. Enter the date that you are ending the Current address, and submit.
4. Click on the drop down arrow by Type of Address to Insert, highlight Mailing, and submit.
5. Enter the date that you are starting your NEW address (usually the day after you ended your previous address).
6. Enter your new address, and submit.

C. IF YOU HAVE NOT MOVED AND JUST NEED TO CORRECT THE ADDRESS:
1. Click on Address(es) and Phone(s).
2. Click on Current.
3. Correct the data.
4. Submit.
D. TO UPDATE YOUR PHONE NUMBER(S):
   1. Click on Address(es) and Phone(s).
   2. Click on the phone number type that you need to change. The same Phone Type can be
      used more than once. The same number may be used for Text Messaging and Cellular
      Phone fields. If the Text Message field is not filled out, the Cellular Phone or Primary
      Phone number will be used for text messages.
   3. Enter your new phone number. Do not use hyphens or extensions on the phone
      number.
   4. Submit.

E. TO UPDATE YOUR EMAIL:
   1. Click on Email Address(es).
   2. To update, click on the email address, make changes and submit.
   3. To add, click on the drop down arrow by Type of E-mail to Insert, highlight Other E-mail
      Notification and submit, type in the email address and submit.
   4. To delete, click on the email address, check the Delete this Address box and submit.

F. TO UPDATE YOUR EMERGENCY CONTACT PERSON(S):
   
   Your Emergency Contact Person will be contacted on your behalf if you experience illness or
   other emergency at SCF.

   1. Click on Emergency Contact Person(s).
   2. To update, select the emergency contact person, update the applicable information and
      submit.
   3. To add, select New Contact, add the applicable information for the new emergency
      contact person and submit.
   4. To remove, select the emergency contact person, click on the Remove Contact and
      submit.
To access Personal and Emergency Information

Click on the Employee or Student tab.

Click on the Banner Self-Service link.
Click on the Personal and Emergency Information link.
To update address and phone numbers:

Please note that if you are only changing or adding phone numbers, you may skip the address information and select the phone number type that you want to add or correct.

Click on the Address(es) and Phone(s) link.
The address and phone numbers that are current in Banner will be shown on this screen. To update your address or phone number(s), click on the Current link.

If the address listed is not your current address, you must enter a date when this address is no longer in effect. If it has been a while since you changed addresses, enter the current date in the following format: MM/DD/YYYY.
Click the Submit button.

Now that you have ended your current address, you need to insert your new address. Click on the drop down button next to Type of Address to Insert.
Select Mailing.

Click the Submit button.

Enter the date that your new address will take effect. If you ended a previous address with the current date, use the next day as the new date. Use the MM/DD/YYYY format.

Enter the first line of your new address in Address Line 1.

Use Address Line 2 to enter apartment or unit number.
Scroll down on the screen to show additional address/phone number fields and complete all other applicable fields.

DO NOT CLICK ON DELETE THIS ADDRESS.

Enter the primary phone number that you use for this address.

Enter any additional phone numbers in the spaces provided.

Click the Submit button.
You will return to this screen where you can verify that your changes were made.

If you need to make additional changes, click on the appropriate link (Current or Future) to correct the data entered.

If all changes are complete, click on Return to Menu.
Updating Your Email Address(es):

1. Click on the Email Address(s) link.
2. Read the information on this screen for information regarding student/employee email addresses.
Choose to update your home email or other email address. You should not have to update your Payroll Email Address.

Continue with email address updates, then click Submit.
To update emergency contact person(s) information:

Click on the Emergency Contact Person(s) link.

After you’ve selected Update Emergency Contact Person(s), click on the contact that you wish to update or click on New Contact.
Enter the information for the person who you would like to have contacted in the event you become ill or injured at the College.