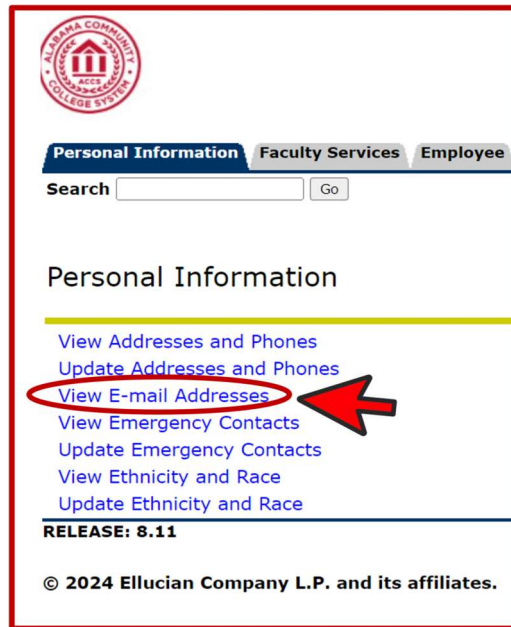


## INSTRUCTIONS ON UPDATING YOUR PERSONAL EMAIL IN SSB

Updating your personal email in Self Service Banner only takes a minute. Follow the 3 steps below to update or verify your personal Email in the SSB Web Portal.

1

Login to your college's Self Service Banner portal. Click on the Personal Information tab and select the option to "View E-mail Addresses".



The screenshot shows the SSB Personal Information page. At the top is the Alabama Community College System logo. Below it are tabs for 'Personal Information', 'Faculty Services', and 'Employee'. A search bar with a 'Go' button is present. Under the 'Personal Information' tab, a list of links is displayed: 'View Addresses and Phones', 'Update Addresses and Phones', 'View E-mail Addresses' (circled in red with a red arrow pointing to it), 'View Emergency Contacts', 'Update Emergency Contacts', 'View Ethnicity and Race', and 'Update Ethnicity and Race'. At the bottom, it says 'RELEASE: 8.11' and '© 2024 Ellucian Company L.P. and its affiliates.'

2

Click on the [Update E-mail Addresses] located at the bottom of the screen.



The screenshot shows the SSB View E-mail Addresses page. At the top is the Alabama Community College System logo. Below it are tabs for 'Personal Information', 'Faculty Services', and 'Employee'. A search bar with a 'Go' button is present. Under the 'Personal Information' tab, the heading 'View E-mail Addresses' is displayed. Below it, a message states: 'Your active e-mail addresses are sorted by address type.' A section titled 'E-mail Addresses' shows 'Southern Union State CC' with the email 'sample@college.edu' and the status 'Preferred'. At the bottom right, a link '[ Update E-mail Addresses ]' is circled in red with a red arrow pointing to it. At the bottom, it says 'RELEASE: 8.7' and '© 2024 Ellucian Company L.P. and its affiliates.'

3

On the screen below you can edit an existing Email address or add a new Email.

**To edit** an existing Email address click on the Email address under the grey box labeled “Personal email”. This will enable you to modify the Email address listed. Once updated click on the “Submit” button.

**To add** a new Email address, select Personal email from the drop-down box labeled “Type of E-mail to Insert” and click on submit. After you have entered the full personal Email address you want to add click on the “Submit” button.

Personal Information Faculty Services Employee

Search  Go

Update E-mail Addresses - Select Address (Admin Secured)

Update an existing e-mail address by selecting the link. Insert a new e-mail address by selecting the address type.

**E-mail Addresses**

**Personal email**

[sample@college.edu](#)

**Southern Union State CC (Non Updateable)**

[sample@college.edu](#) Preferred

Type of E-mail to Insert:

Select

Alabama.edu Email Address

Business email

Parent email

Personal email

Submit

[ View E-mail Addresses | Employee Profi

When you choose to update or add an Email address you will see the screen below. Make sure once you update/add your Email address to click on the “Submit” button. After you click on submit, your email address will be updated.

Personal Information Faculty Services Employee

Search  Go

Update E-mail Addresses - Update/Insert

E-mail must be entered for an e-mail address update or insert; all other fields are optional. You may specify only one

**Personal email**

E-mail:

Comment:

Delete this address: ☐

Preferred Southern Union State CC

Submit Reset

Select a Different E-mail Address to Update

[ View E-mail Addresses ]

**You can verify your personal Email address is correct by choosing the “View E-mail Addresses” from the main menu under the Personal Information tab.**