

***** IMPORTANT ANNOUNCEMENT FOR ALL STUDENTS *****

All students and employees will need to verify their personal Email address in Self-Service Banner by the end of the day on Monday, March 25.

As part of the new login requirement that is being implemented across all Alabama Community Colleges, all students and employees must verify their "Personal" email address is correct in Self-Service Banner (SSB). This is critical because new account login requirements will be emailed to the personal email address listed in SSB. If you do not have a personal email address listed, you will need to add one.

There are some guidelines regarding the personal email address you can use:

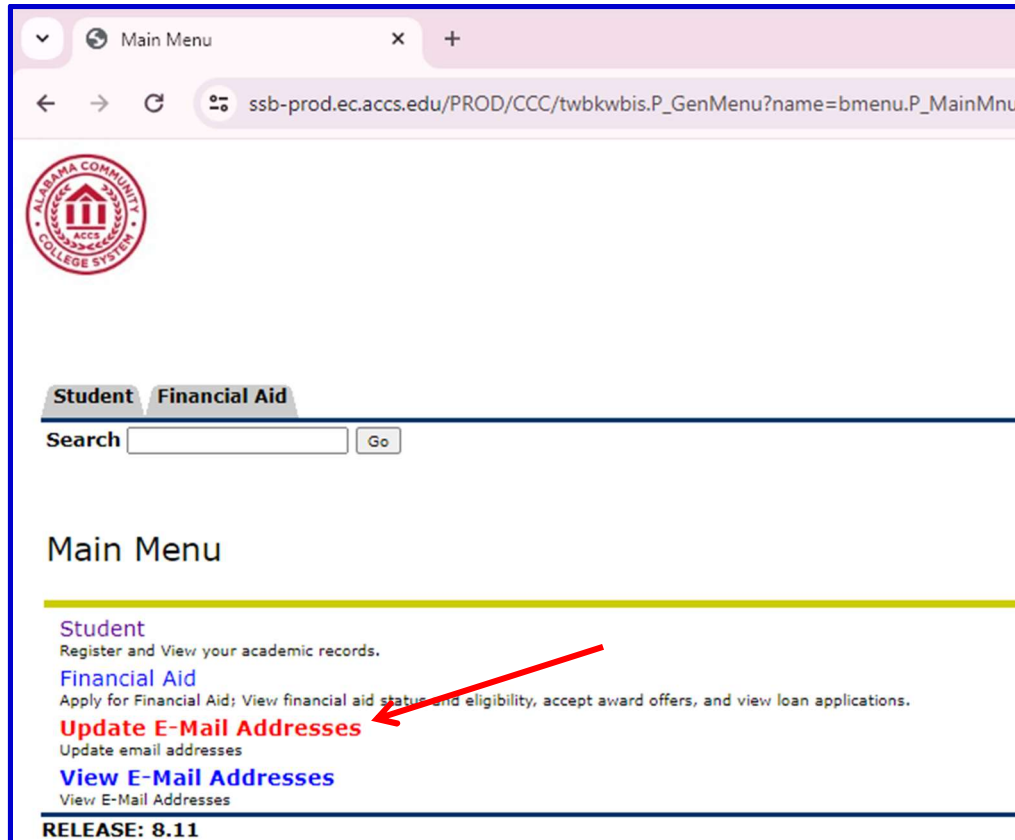
1. Your Personal email address cannot be your drakestate.edu or any other college email address.
2. Your Personal email address will need to be one you currently have access to and check regularly.
3. If you do not have a personal email address, you can create a free email account using one of the free email providers like Google or Yahoo.

It is of critical importance that you ensure your Personal email address is updated no later than Monday, March 25, 2024. **Important communications regarding the new login credentials will be emailed to your Personal email address only.** Included on the next two pages is information on how to update/add your personal email address in Self-Service Banner.

INSTRUCTIONS ON UPDATING YOUR PERSONAL EMAIL IN SELF-SERVICE BANNER

Updating your personal email in Self-Service Banner only takes a minute. Follow the steps below to update or verify your Personal Email in Self-Service Banner.

- 1 Login to your college's Self-Service Banner portal. On the Main Menu, click on "**Update E-mail Addresses**". The Employee menu will look different than pictured but this link will be present.

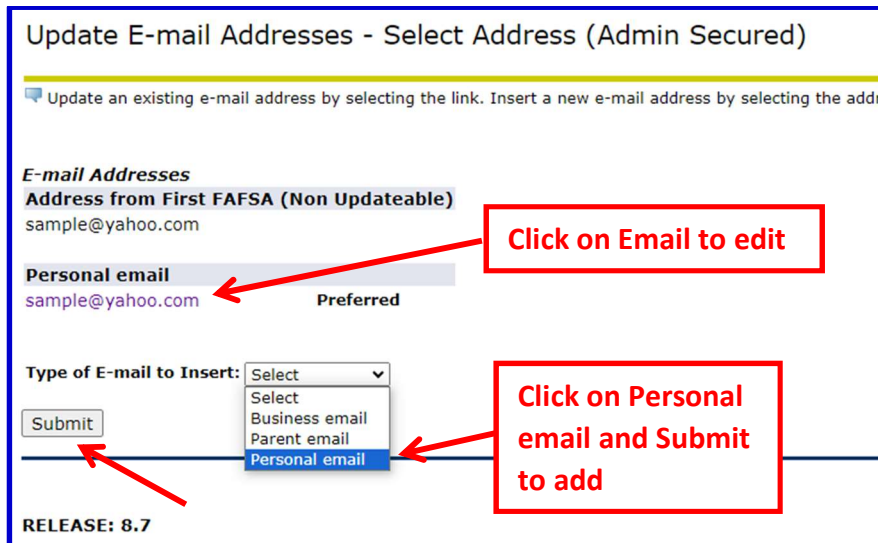


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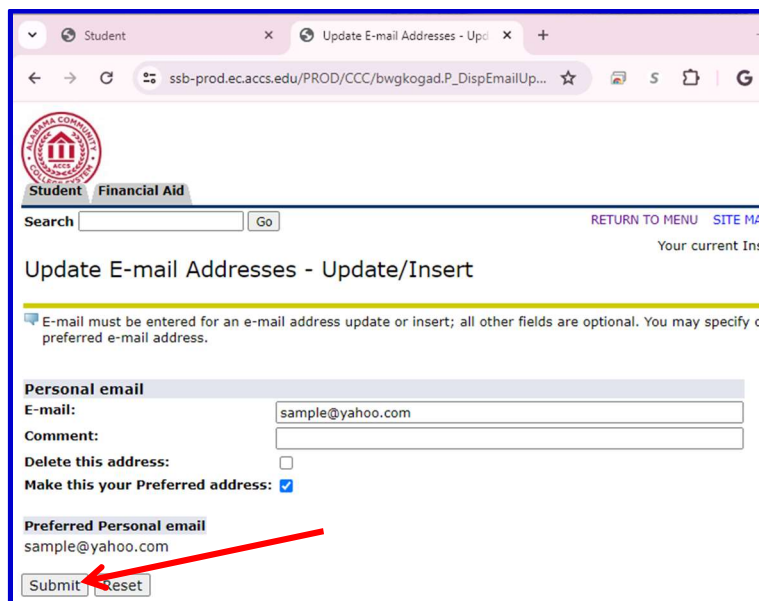
On the screen below you can edit an existing Email address or add a new Email.

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.



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.



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