

**\*\*\* 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**

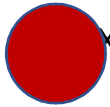
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dZ œ œ •}u Pµ] o]v • œ P œ ]vP šZ %o œ•}v o u ]o œ •• íXz}µœ W œ•}v o u ]o œ œ l v š µ }œ}µœ }šZ œ }oo P íXz}µœ W œ•}v o u ]o œ •• Á]oo v š} }v Ç}µ µœœ vš íX/( Ç}µ } v}š Z À %o œ•}v o u ]o œ ••U Ç}µ v œ š šZ (œ u ]o %o œ}À] œ• o]l '}}Po }œ z Z}}X

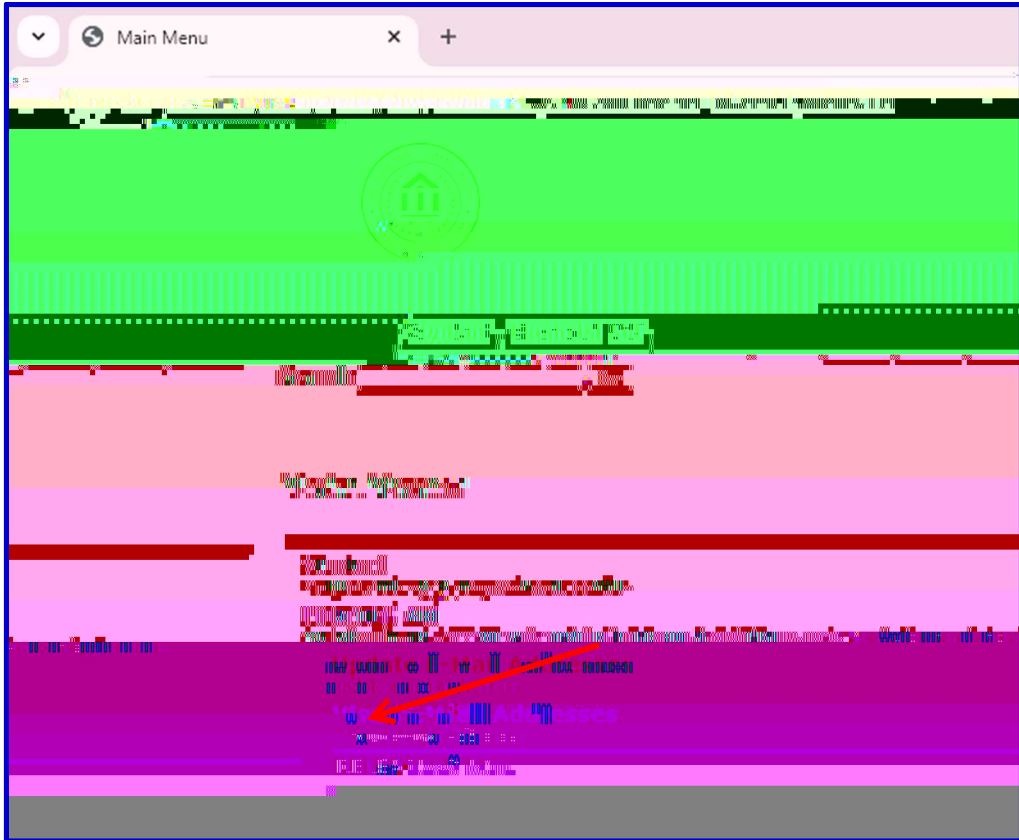
/š ]• }( œ]š] o ]u%o}œš v šZ š Ç}µ v•µœ Ç}µœ W œ•}v o u D œ Z îñU **Important communications regarding the new login credentials will be emailed to your Personal email address only.** /v o µ }v šZ v Æš šÁ} %o P • ]• ]v({œ u š] Ç}µœ %o œ•}v o u ]o œ •• ]v ^ o(r^ œÀ] vv œX

# INSTRUCTIONS ON UPDATING YOUR PERSONAL EMAIL IN SHS SERVICE BANNER

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µ% š }œ À œ](Ç Ç}µœ W œ•}v o u ]o ]v ^ o(r^ œÀ] vv œ X



K>}P]v š} Ç}µœ }oo P [• ^ o(r^ œÀ] vv œ % Update Email Kv š  
Addresses\_X dZ u%o}Ç u vµ Á]oo o}}l ](( œ v š šZ v %] šµ



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

**Text**

v Æ]•š]vP u ]o Œ ••U o] l }v šZ u ]o Œ •• μv C