Updating Address & Phone in BannerWeb

1. Log into BannerWeb at http://www.uiw.edu/finaid/ofa.html (new students) or via your Cardinal Apps portal.
2. From the Main Menu, click on "Personal Information":

3. On the Personal Information Menu, click on "Update Address(es) and Phone(s)":

4. Click the link next to the address you want to change or select an address type from the drop-down list to insert a new address (see instructions below). Important: You must have a "**Permanent**" address as your primary address type, as most offices will use your Permanent address to mail important information to you.

5. Add an address/phone number or update an existing address and phone number. **You must put an end date on any address(es) that you no longer wish to have active.** For current address(es), leave the end date **blank.**