Updating Personal Information in Portal

To change your Email Address and Phone Number:

1. Go to **https://portal.semo.edu**

2. Click on: **Student SS** tab if you are a student, **Faculty SS** if you are

a Faculty member, or **Employee SS** if you are an Employee.

3. Click on **Banner Self Service**

4. Click on **Personal Information**

5. Click on either

-**Update E-mail Addresses**

-**Update Addresses and Phones**

6. From here you will click on the blue link beside the

information that you wish to update.

7. Once updated, click on **Submit** to save the changes