



Update E-Mail Address in the Portal

Maintaining complete, current contact information is important for identity verification processes used by our Automated Password Reset tool and the IT Help Desk.

Update E-Mail Address

Step 1: You'll start by going to the Portal login page, located at <https://portal.semo.edu/>. Following the link will take you to the website below.

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873

Single sign-on for Southeast Applications

Enter your SE Key and Password

SE Key Password Sign In

Click here to update your personal login information via email.

Southeast Help:

- [Change my password](#)
- [Forgot my password](#)
- [Activate my SE Key](#)
- [Southeast Help Desk](#)

Public Services:

- [Southeast Email](#)

Step 2: Once logged into the Portal. Click the Student SS tab.

SOUTHEAST MISSOURI STATE UNIVERSITY · 1873

Home Sites Student **Student SS** Alumni Employee Employee SS Email Videos

Home Community > Home

Luminis Announcements

Subject	Preview	Hide
Congratulations to the 2018 Homecoming Winners!	Man of the Year the Year Woman of the Year	Hide

Kent Library

- [Kent Library](#)
- [Find Articles](#)
- [Find Books](#)
- [Ask Us](#)
- [Library Hours](#)



Update E-Mail Address in the Portal

Step 3: Click the Personal Information link.

The screenshot shows the Banner Self Service portal for Southeast Missouri State University. The navigation menu includes Home, Sites, Student, Student SS (highlighted), Alumni, Employee, and Employee SS. The breadcrumb trail shows Home Community > Student SS. The main content area is titled "Banner Self Service" and contains a folder structure. The "Personal Information" folder is highlighted with a red box.

- Banner Self-Service
 - Personal Information
 - Alumni and Friends
 - Student
 - Financial Aid
 - Employee
 - Southeast Employee Processes
 - Southeast Student Processes

Step 4: Click the Update E-Mail Addresses link.

The screenshot shows the Banner Self Service portal for Southeast Missouri State University. The navigation menu includes Home, Sites, Student, Student SS (highlighted), Alumni, Employee, and Employee SS. The breadcrumb trail shows Home Community > Student SS. The main content area is titled "Banner Self Service" and contains a folder structure. The "Update E-mail Addresses" link is highlighted with a red box.

- Banner Self-Service
 - Personal Information
 - Answer a Survey
 - View Addresses and Phones
 - Update Addresses and Phones
 - View E-mail Addresses
 - Update E-mail Addresses
 - Directory Profile
 - View Emergency Contacts
 - Update Emergency Contacts
 - Update Marital Status
 - Name Change Information
 - Social Security Number Change Information
 - Update SE Alerts Contact Information



Update E-Mail Address in the Portal

Step 5: Click on the e-mail address you wish to update.

Personal Information Alumni and Friends Student Employee Fin
Search Go

Update E-mail Addresses - Select Address

E-mail Addresses

Personal (home) Email

helpdesk@semo.edu

Comment: graduation

Southeast Key

helpdesk@semo.edu

Preferred

Comment: self

Type of E-mail to Insert:

Submit

Step 6: Enter the new e-mail address, then click the submit button.

Update E-mail Addresses - Update/Insert

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

Personal (home) Email

E-mail:

helpdesk@semo.edu

Comment:

graduation

Delete this address:

Preferred Southeast Key

aaalter@semo.edu

Submit

Reset

Select a Different E-mail Address to Update



Update E-Mail Address in the Portal

Step 7: The e-mail address has been updated.

Personal Information Alumni and Friends Student Employee Fin
Search Go

Update E-mail Addresses - Select Address

E-mail Addresses

Personal (home) Email

helpdesk@semo.edu

Comment: graduation

Southeast Key

helpdesk@semo.edu

Preferred

Comment: self

Type of E-mail to Insert:

Submit



Update Phone Numbers in the Portal

Maintaining complete, current contact information is important for identity verification processes used by our Automated Password Reset tool and the IT Help Desk.

Update Phone Number

Step 1: You'll start by going to the Portal login page, found at <https://portal.semo.edu/>. Following the link will take you to the panel below.

The screenshot shows the login page for Southeast Missouri State University. At the top left is the university logo with the text "SOUTHEAST MISSOURI STATE UNIVERSITY · 1873". Below the logo is a red horizontal bar. Underneath the bar, the text "Single sign-on for Southeast Applications" is displayed. The main heading is "Enter your SE Key and Password". There are two input fields: "SE Key" containing the text "aaalter" and "Password". To the right of the password field is a "Sign In" button. Below the input fields, there is a note: "Enter your personal login information via email." Underneath this note are two sections: "Southeast Help:" with links for "Change my password", "Forgot my password", "Activate my SE Key", and "Southeast Help Desk"; and "Public Services:" with a link for "Southeast Email".

Step 2: Once logged into the Portal. Click the Student SS tab.

The screenshot shows the dashboard of the Southeast Missouri State University Portal. At the top left is the university logo with the text "SOUTHEAST MISSOURI STATE UNIVERSITY · 1873". Below the logo is a navigation menu with tabs: "Home", "Sites", "Student", "Student SS" (highlighted with a red box), "Alumni", "Employee", "Employee SS", "Email", and "Videos". Below the navigation menu is a breadcrumb trail: "Home Community > Home". The main content area is divided into two columns. The left column is titled "Luminis Announcements" and contains a table of announcements. The right column is titled "Kent Library" and contains links for "Kent Library", "Kent Library", "Find Articles", "Find Books", "Ask Us", and "Library Hours".

Subject	Preview	Hide
Congratulations to the 2018 Homecoming Winners!	Man of the Year the Year Woman of the Year	Hide



Update Phone Numbers in the Portal

Step 3: Click the Personal Information link.

The screenshot shows the Banner Self Service portal for Southeast Missouri State University. The navigation bar includes links for Home, Sites, Student, Student SS (highlighted in red), Alumni, Employee, and Employee SS. Below the navigation bar, there are breadcrumb links for Home Community and Student SS. The main content area is titled "Banner Self Service" and contains a list of folders: Banner Self-Service, Personal Information (highlighted with a red box), Alumni and Friends, Student, Financial Aid, Employee, Southeast Employee Processes, and Southeast Student Processes.

Step 4: Select Update Addresses and Phones link.

The screenshot shows the Banner Self Service portal for Southeast Missouri State University. The navigation bar includes links for Home, Sites, Student, Student SS (highlighted in red), Alumni, Employee, and Employee SS. Below the navigation bar, there are breadcrumb links for Home Community and Student SS. The main content area is titled "Banner Self Service" and contains a list of folders: Banner Self-Service, Personal Information, and a list of links under Personal Information: Answer a Survey, View Addresses and Phones, Update Addresses and Phones (highlighted with a red box), View E-mail Addresses, Update E-mail Addresses, Directory Profile, View Emergency Contacts, Update Emergency Contacts, Update Marital Status, Name Change Information, Social Security Number Change Information, and Update SE Alerts Contact Information.



Update Phone Numbers in the Portal

Step 5: Select the phone number you wish to update.

Addresses and Phones

Diploma Mailing Address	Phones
Current: Sep 26, 2009 to (No end date) One University Plaza Cape Girardeau, MO 63701	Primary: None Provided

Dept Address f/ SE Employees	Phones
Current: Feb 06, 2012 to (No end date) Information Technology Memorial Hall 107 MS4225 Cape Girardeau, Missouri 63701 MO-Cape Girardeau	Primary: 573-6514357

Permanent Address	Phones
Current: May 14, 2015 to (No end date) 123 Washington Avenue Cape Girardeau, MO 63701	Primary: 573-4501234

Father Address	Phones
Current: Feb 27, 2006 to (No end date) 345 Elm Street Valley Park, MO 63088	Primary: 573-9795678

Local Mailing Add (off campus)	Phones
Current: Apr 08, 2015 to (No end date) PO Box 187 Cape Girardeau, MO 63701	Primary: 573-4501234



Update Phone Numbers in the Portal

Step 6: Enter the new phone number in the box, then click the submit button.

Permanent Address

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
<input type="text" value="573"/>	<input type="text" value="4501234"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



Update Phone Numbers in the Portal

Step 7: The phone number has been updated successfully.

Addresses and Phones

Diploma Mailing Address	Phones
Current: Sep 26, 2009 to (No end date) One University Plaza Cape Girardeau, MO 63701	Primary: None Provided

Dept Address f/ SE Employees	Phones
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