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.