Contact Information (Confirm/Update)

Throughout your program of study, it is critical that we maintain an open line of communication with you. Please take a few minutes to confirm (or update) your contact information with the University.

1. Visit the following link: *Banner Self-Service* (right-click or tap and hold the link to open in a new tab/window)
2. If prompted, login using your UTCID and password
3. Under *My Profile*, select the *Personal Information* section/link
4. Under the *Personal Information/Details section,* select *Edit* to enter a *Preferred First Name,* if you wish. This field is optional.
5. Under the *Email* section, please add at least one "Other Email" type (Gmail, Yahoo, etc.) as a back-up to your official UTC email address. This field is required.
6. Under the *Phone Number* section, please add your current "Cell Phone" number. This field is required. Any additional phone numbers are optional.
7. Under the *Address* section, please add your "Current Mailing" address. This field is required. Any additional mailing addresses are optional.
8. Review the remaining entries. When finished, *Sign Out* by clicking on the icon next to the gear in the upper right corner of the screen.

Note: Name changes, date of birth corrections, and social security number corrections require submission of an electronic form and additional supporting documentation through the Registrar's Office (link: Registrar's Office).

We appreciate your diligence in keeping your official contact information up-to-date!