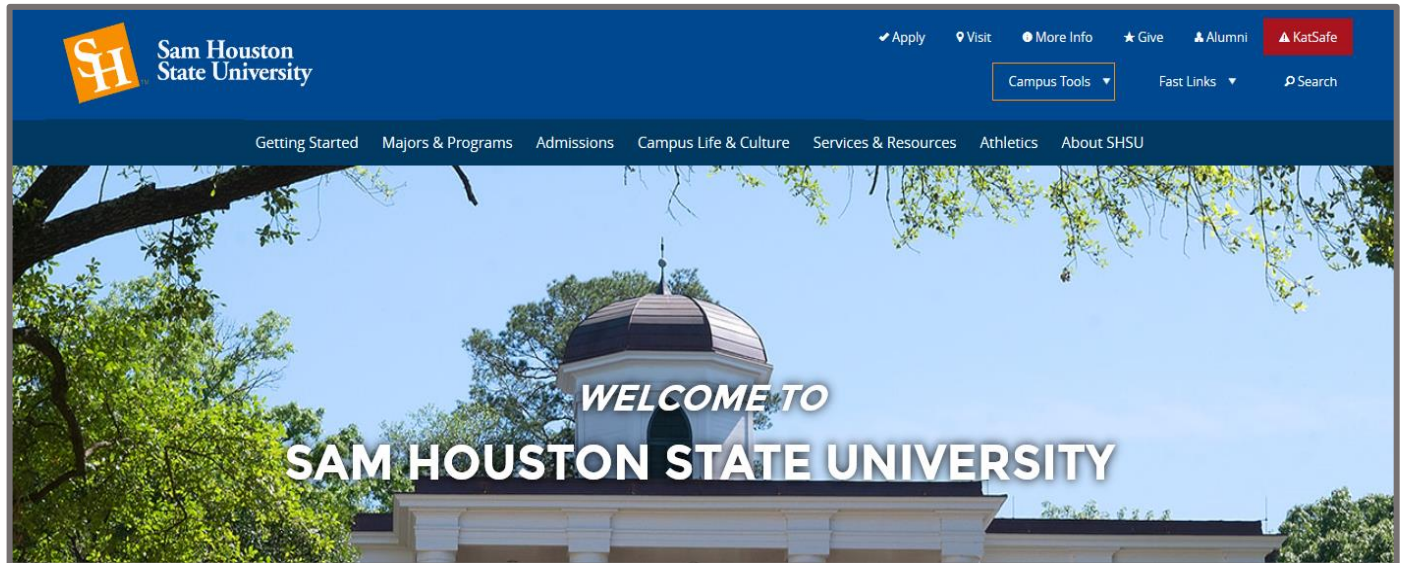# How-To Edit Your Address/Phone as a Current Student

1. To begin, go to the **Sam Houston State University** home page at www.shsu.edu.

2. At the top of the screen, click the **Campus Tools** dropdown and then select **MySam**.

3. Select the **Campus Resources** tab.

4. Select **"Banner Self-Service"**

5. Select **"Personal Information"** either at the top or the middle of the page.

6. Select **"Update Addresses and Phones"**

7. Click Select under **"Type of Address to Insert"**

Addresses and Phones

Mailing	Phones
Current: Jan 01, 2012 - (No end date)	Primary: 936-294-1111
1905 University Avenue	
Huntsville, Texas 77340	

Permanent Legal Address	Phones
Current: Jan 01, 2012 - (No end date)	Primary: 936-294-1111
1905 University Avenue	Cellular: 936-294-1111
Huntsville, Texas 77340	Emergency Services Contact: 936-294-1111
	Emergency Services Contact: 936-294-1111
Future: Jan 01, 2012 - (No end date)	Primary: 936-294-1111
1905 University Avenue	
Huntsville, Texas 77340	

. .

Employee W2 Address	Phones
Current: Jan 01, 2012 - (No end date)	Primary: 936-294-1111
1905 University Avenue	
Huntsville, Texas 77340	

Type of Address to Insert: Select ⌄

Submit

8. Click the **drop-down arrow** for the address you wish to **change** then click Submit below it.

Type of Address to Insert: Select ⌄

Submit

Select
Billing
Employee W2 Address
Mailing
Permanent Legal Address

nd Phones | Employee Dashboard]

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9. Fill out the Information and then select **"Submit."**

Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code; all other fields change the Valid From This Date value.

Addresses are validated against the USPS Database. If you receive an error and believe your address is entered correctly you can su

Permanent Legal 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:	Not Applicable
ZIP or Postal Code:	
County:	Not Applicable
Nation:	Not Applicable
Delete this Address:	☐

Primary Phone Number For This Address:

Area Code	Phone Number	Extension		International Access Code and Phone Number	Unlisted
			OR		☐

Phone Type	Area Code	Phone Number	Ext.		International Access Code and Phone Number	Unlisted	Delete
Select				OR		☐	☐
Select				OR		☐	☐
Select				OR		☐	☐
Select				OR		☐	☐
Select				OR		☐	☐

[Submit] [Reset]

[Select a Different Address to Update]

10. To update Emergency Contacts, navigate to the Personal Information tab by following the steps above, the select **"Update Emergency Contacts"**

Sam Houston State University

| Personal Information | Student | Financial Aid | Faculty Services | Employee |

Personal Information

Update Addresses and Phones
View Emergency Contacts
Update Emergency Contacts
View Student Confidentiality Status
Register Your Property
KatSafe Contact Information

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11. Then select "New contact"

Emergency Contacts

Order	Name	Address and Phone	Relationship
1			
2	Sammy Bearkat		
3	New Contact		

12. A window will pop up with all blank information, fill that out then click **"Submit Changes"**
Addresses are validated against the USPS Database. If you receive an error and believe

Remove Contact:	☐
Order:	2
Relationship:	Not Applicable ▾
First Name:	
Middle Name:	
Last Name:	
Address Line 1:	
Address Line 2:	
Address Line 3:	
City:	
State or Province:	Not Applicable ▾
Zip or Postal Code:	
Country:	Not Applicable ▾

	Area Code	Phone Number	Extension
Telephone:			

Submit Changes | Reset

13. To remove an already existing emergency contact, simply click their name

Emergency Contacts

Order	Name	Address and Phone	Relationship
1			
2	Sammy Bearkat		
3	New Contact		

14. To remove an emergency contact, select **"Remove Contact"** then click **"Submit Changes"**

Addresses are validated against the USPS Database. If you receive an error and beli...

Remove Contact:	☑
Order:	2
Relationship:	Not Applicable ▾
First Name:	Sammy
Middle Name:	
Last Name:	Bearkat
Address Line 1:	
Address Line 2:	
Address Line 3:	
City:	
State or Province:	Not Applicable ▾
Zip or Postal Code:	
Country:	Not Applicable ▾

	Area Code	Phone Number	Extension
Telephone:			

[Submit Changes] [Reset]

15. If you wish to change an existing contact, simply click their name and fill the information out, then click **"Submit Changes"**

Remove Contact:	☐
Order:	2
Relationship:	Not Applicable ▾
First Name:	Sammy
Middle Name:	
Last Name:	Bearkat
Address Line 1:	
Address Line 2:	
Address Line 3:	
City:	
State or Province:	Not Applicable ▾
Zip or Postal Code:	
Country:	Not Applicable ▾

	Area Code	Phone Number	Extension
Telephone:			

[Submit Changes] [Reset]

If you have any questions, please contact The Registrar's office by email at registrar@shsu.edu or at 936-294-1040.