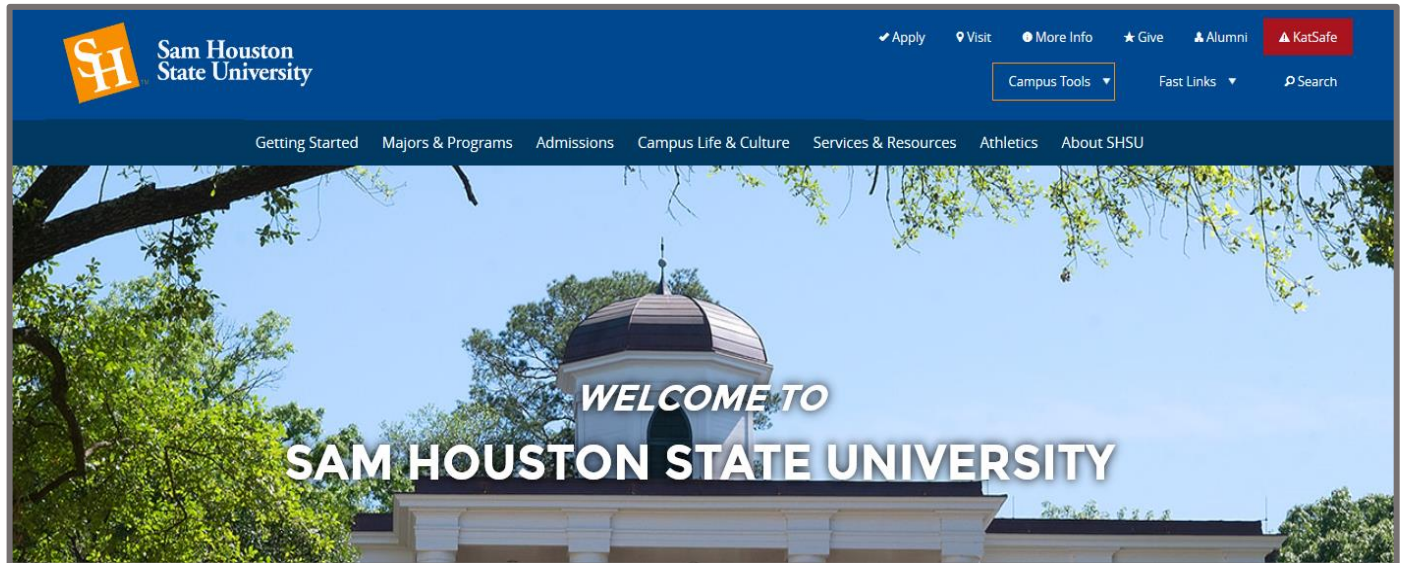




How-To Edit Your Address/Phone as a Current Student

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.

The screenshot shows the My Sam website interface. On the left, a navigation menu is visible with the following items: All Users, **Campus Resources** (highlighted with an orange circle), My Account, Registration, Employees, Faculty, and Students. The main content area is divided into three columns: Travel, Human Resources, and Banner - Administrative Applications. The Travel column lists items like Chrome River, Concur Booking Tool, and CTP Travel Resources. The Human Resources column lists items like Annual Performance Appraisal, PeopleAdmin, and Human Resources Policies. The Banner - Administrative Applications column contains links for Banner Administrative Applications, Document Management (BDM), Banner Employee Profile, and Banner Workflow.

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

The screenshot shows the My Sam website interface with a notification banner at the top: "Summer 2022 Grades Are Posted" with a close button. The navigation menu on the left is the same as in the previous screenshot, but "Banner Self-Service" is now highlighted with an orange circle. The main content area is divided into three columns: SHSU Policies and Procedures, Newton Gresham Library, and Office of the Registrar. The SHSU Policies and Procedures column contains links for SHSU Forms and SHSU Brand Guide. The Newton Gresham Library column contains links for Borrow or Renew Books, Interlibrary Loan, Distance Learning Services, Undergraduate Student Services, Graduate Student Services, Faculty Services, More Services, Databases, and Find More on the Library Website. The Office of the Registrar column contains a "Request Official Transcript" button.



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

The screenshot shows the top navigation bar with the Sam Houston State University logo and name. Below the navigation bar, there are five tabs: **Personal Information**, **Student**, **Financial Aid**, **Faculty Services**, and **Employee**. The **Personal Information** tab is circled in orange. Below the tabs is a section titled **Main Menu**. Under the **Main Menu** heading, there are several links: **Personal Information** (circled in orange), **Student**, **Financial Aid**, **Faculty and Advisors**, **Employee**, **Events**, **My Action Items**, and **Proxy Access Menu**. Each link has a brief description of its function.

6. Select **“Update Addresses and Phones”**

The screenshot shows the **Personal Information** page. At the top, there are five tabs: **Personal Information**, **Student**, **Financial Aid**, **Faculty Services**, and **Employee**. The **Personal Information** tab is highlighted in blue. Below the tabs is a section titled **Personal Information**. Under this heading, there are several links: **Update Addresses and Phones** (circled in orange), **View Emergency Contacts**, **Update Emergency Contacts**, **View Student Confidentiality Status**, **Register Your Property**, and **KatSafe Contact Information**. At the bottom of the page, there is a copyright notice: **© 2022 Ellucian Company L.P. and its affiliates.**



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

Addresses and Phones	
Mailing	Phones
Current: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340	Primary: 936-294-1111
Permanent Legal Address	Phones
Current: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340	Primary: 936-294-1111 Cellular: 936-294-1111 Emergency Services Contact: 936-294-1111 Emergency Services Contact: 936-294-1111
Future: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340	Primary: 936-294-1111
Employee W2 Address	Phones
Current: Jan 01, 2012 - (No end date) 1905 University Avenue Huntsville, Texas 77340	Primary: 936-294-1111
Type of Address to Insert: <input type="text" value="Select"/>	
<input type="button" value="Submit"/>	

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

Type of Address to Insert: <input type="text" value="Select"/>	
<input type="button" value="Submit"/>	<ul style="list-style-type: none">SelectBillingEmployee W2 AddressMailingPermanent Legal Address
[and 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:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

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

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



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:	<input type="checkbox"/>		
Order:	<input type="text" value="2"/>		
Relationship:	Not Applicable ▾		
First Name:	<input type="text"/>		
Middle Name:	<input type="text"/>		
Last Name:	<input type="text"/>		
Address Line 1:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
Address Line 3:	<input type="text"/>		
City:	<input type="text"/>		
State or Province:	Not Applicable ▾		
Zip or Postal Code:	<input type="text"/>		
Country:	Not Applicable ▾		
	Area Code	Phone Number	Extension
Telephone:	<input type="text"/>	<input type="text"/>	<input type="text"/>


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 deny

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:

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:

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