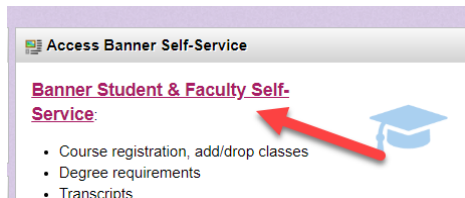


Updating Mailing Address and Phone Number Through myCommNet Banner Student & Faculty Self-Service:

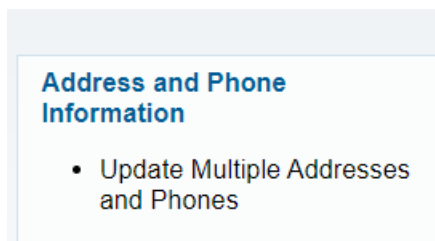
1. Login to myCommNet (my.commmnet.edu)
2. Click the “Banner Student & Faculty Self Service” link (select Asnuntuck if prompted with a choice of schools)



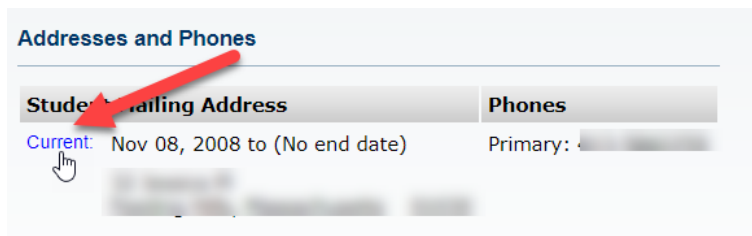
3. Click the “Personal Information” tab



4. From the choices that appear, click “Address and Phone Information” link



5. On next screen, click on the word “Current” to edit information.

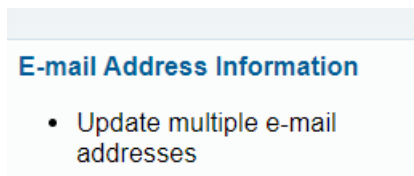


6. Update your mailing address and phone number as appropriate and click “submit”

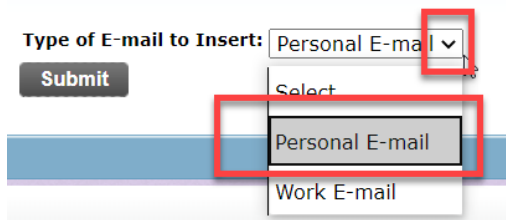


Updating Personal Email Through myCommNet Banner Student & Faculty Self-Service:

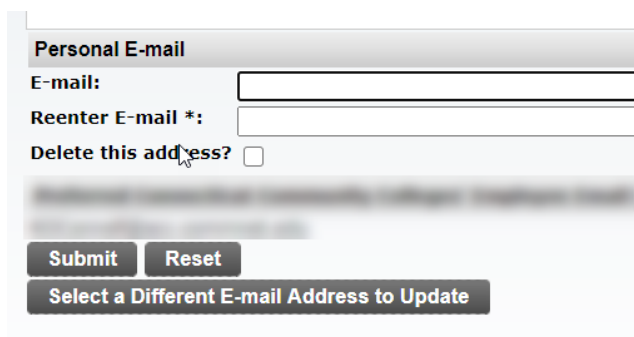
1. Login to myCommNet (my.commmnet.edu)
2. Click the “Banner Student & Faculty Self Service” link (select Asnuntuck if prompted with a choice of schools)
3. From the choices that appear, click “Email Address Information” link



4. From the next page select “personal e-mail” from the dropdown menu and click “Submit”



5. On the next page update your personal email address as appropriate and click “Submit”



The screenshot shows a form titled "Personal E-mail" with the following fields and options:

- E-mail: [text input field]
- Reenter E-mail *: [text input field]
- Delete this address?
- Submit [button]
- Reset [button]
- Select a Different E-mail Address to Update [button]