

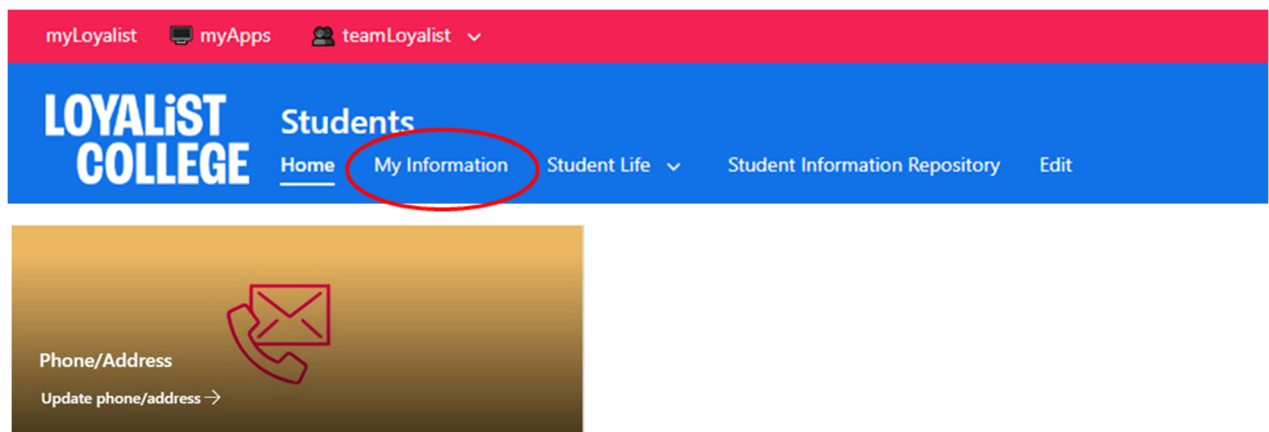
To Update Mailing Address in Banner

Each student should have both a “Mailing” address and a “Permanent” address showing in their student portal.

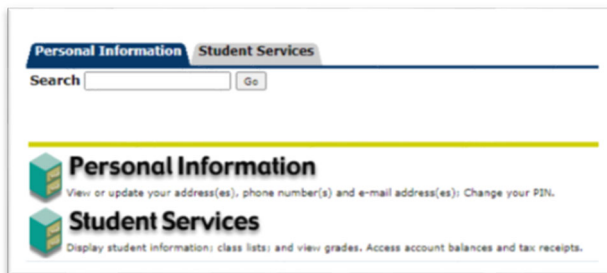
“Mailing” address is used for transcripts, cheques (for refunds), and other official documents that may be sent via post mail. Mailing addresses should always be a valid Canadian address.

“Permanent” address is where you lived prior to coming to Loyalist and show where you are from originally. Generally, this is the address used in our convocation booklets at time of graduation.

1. Log in to the myLoyalist portal and select **My information** then the **Phone/Address** icon.



2. Click on **Personal Information**



3. Update Address(es) and Phone(s)

*****Make sure you update your mailing address*****


4. Click on **current** address and enter your end date at that address (today's date), click submit

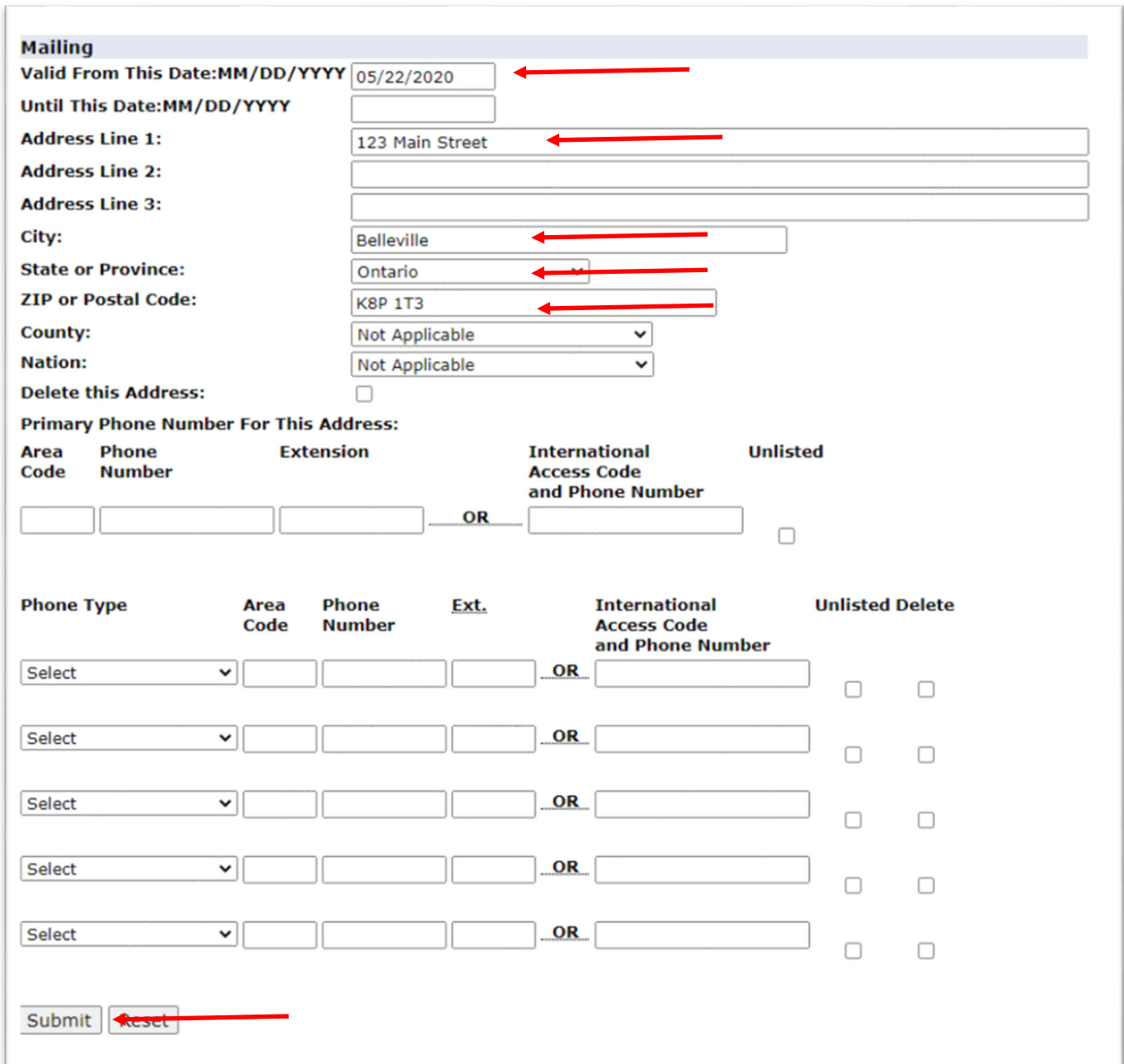
The image shows a screenshot of the 'Update Address(es) and Phone(s) - Update/Insert' form. It has a title bar and a yellow horizontal line. Below the line, there is a section for 'To End an old address:' with instructions to enter a date in the 'Until This Date' field. There is also a section for 'When Inserting a new address, the following fields must be filled in' with a list of required fields: 'Valid From This Date', 'Address Line 1', 'City', 'Province', and 'Postal Code'. A note states: 'If you are entering a non-Canadian address, Nation is also required. Note: non-Canadian addresses should only be entered for "Permanent" address'. At the bottom, there is a 'Mailing' section with two date fields: 'Valid From This Date: MM/DD/YYYY' (07/26/2014) and 'Until This Date: MM/DD/YYYY' (05/22/2020). A red arrow points to the 'Until This Date' field.

5. Select **Mailing** from the drop down menu and click submit




Type of Address to Insert: **Mailing**


6. Enter current date and Canadian Address, click submit 



Mailing


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"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select <input type="text"/>	<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"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select <input type="text"/>	<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"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>



If you have issues please contact servicedesk@loyalistcollege.com

