

## To Update Mailing Address in Banner

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

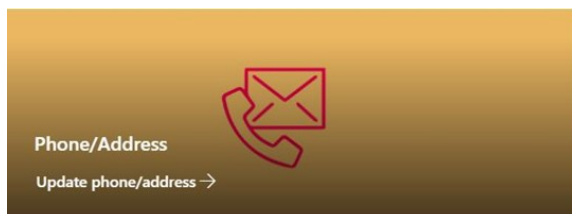
“Mailing” address is used for transcripts, cheques (for refunds), and other official documents that may be sent via post mail. Mailing addresses should always be a valid Canadian address.

“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.

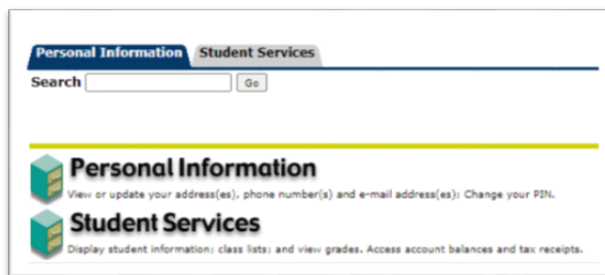
1. Log in to the myLoyalist portal and select **Students** on the red menu bar then **My Information** on the blue menu bar.



2. Click on the **Phone/Address** icon.



3. Click **Personal Information**.



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

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

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

Update Address(es) and Phone(s) - Update/Insert

To End an old address:  
Enter a date in the "Until This Date" field and then click submit.

When Inserting a new address, the following fields must be filled in

- Valid From This Date
- Address Line 1
- City
- Province
- Postal Code

If you are entering a non-Canadian address, Nation is also required. Note: non-Canadian addresses should only be entered for "Permanent" address

**Mailing**

Valid From This Date:MM/DD/YYYY 07/26/2014

Until This Date:MM/DD/YYYY 05/22/2020

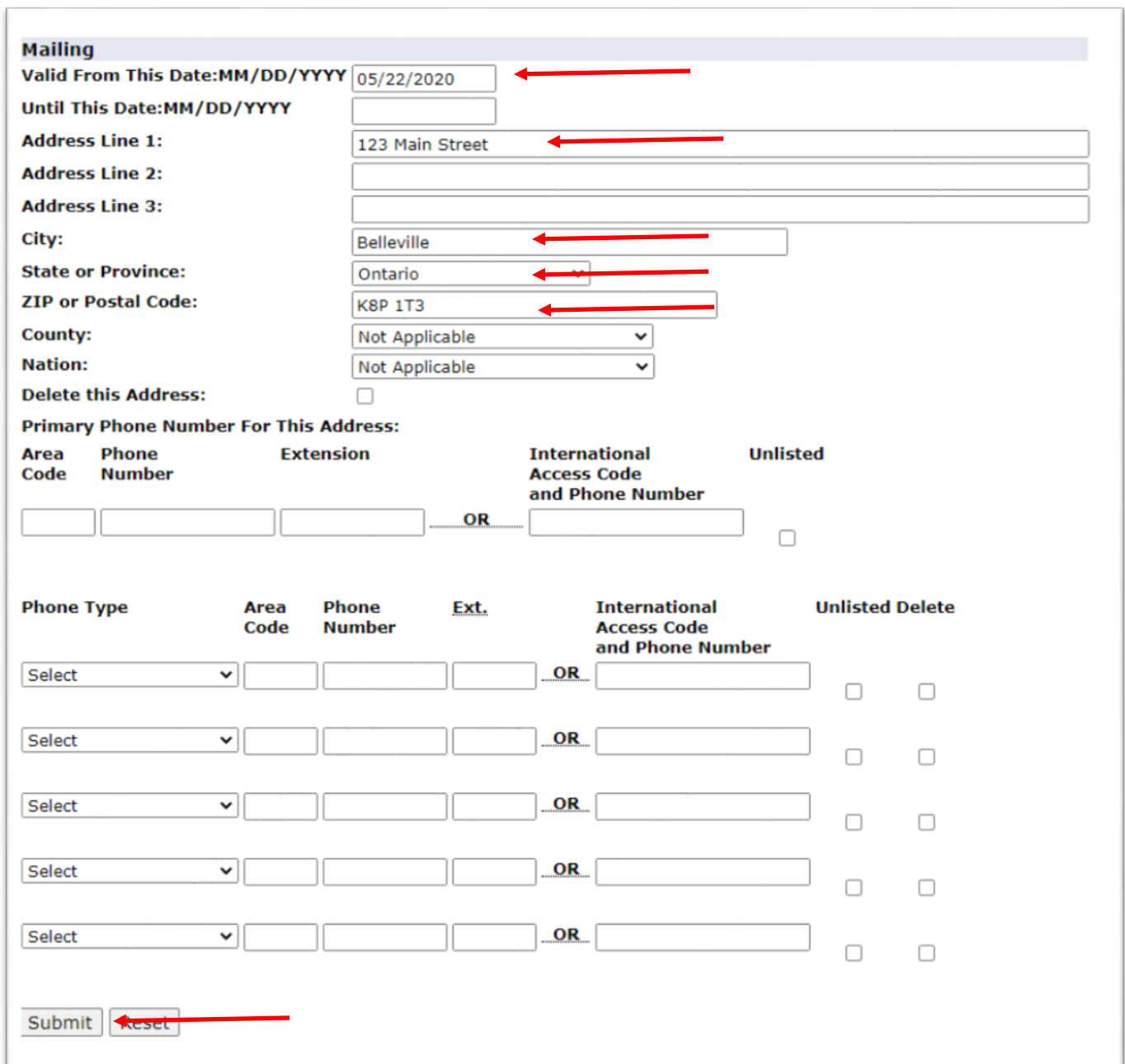
6. Select **Mailing** from the drop down menu and click submit



Type of Address to Insert: **Mailing** ▼

Submit

7. 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	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.	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"/>

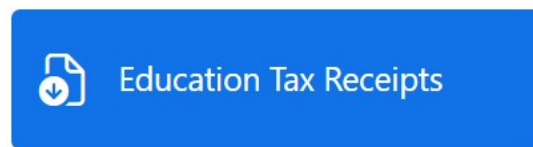
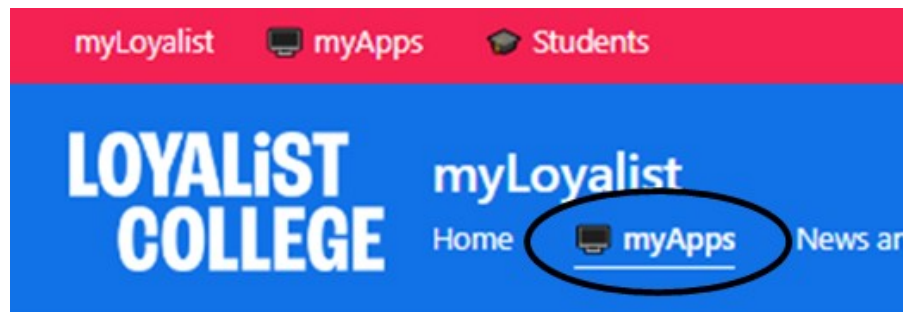
Submit Reset

If you have issues please contact [servicedesk@loyalistcollege.com](mailto:servicedesk@loyalistcollege.com)

## To Update SIN

The Canada Revenue Agency (CRA) requires post-secondary institutions to include each students' Social Insurance Number (SIN) on the T2202 (Tuition and Education Certificate). More information is available on the [Government of Canada's website](#).

Loyalist College has created a secure page on the myLoyalist portal where students can provide their SIN and access tax details. To navigate to the page, log in to the [myLoyalist](#) portal, select **myApps** then the **Education Tax Receipts** icon.



If your SIN is not on file, you will be prompted to provide it. This page also provide links to your Education Tax Forms (T2202 and T4A).

A screenshot of a web form for entering a Social Insurance Number (SIN). At the top, it says 'Please Enter the 9 digit SIN number below.' Below this is a row of three input boxes followed by a 'Submit' button. Below the input fields is a graphic of a SIN card. The card has the Canadian flag and the text 'Human Resources Development Canada' and 'Développement des ressources humaines Canada'. It also has the text 'SOCIAL INSURANCE NUMBER' and 'NUMÉRO D'ASSURANCE SOCIALE'. The card displays '000 000 000' and 'FIRST NAME, LAST NAME'.

To learn more, visit the [Tax Tips and Information](#) page.