- Open a web browser (Google Chrome, Mozilla Firefox, Microsoft Edge, Apple Safari, etc).
- Navigate to your institution's Banner website (my.okstate.edu, my.langston.edu, my.opsu.edu, my.connorsstate.edu, etc).
- On your Home page click on the Self-Service button.
On the Self-Service Page, click on the Personal Information tab.

- Personal Information: Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
- Advisors
- Faculty
- Employee: Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
On the Personal Information page, you may change your "updateable" information by clicking on the edit button. The edit button icon looks like a circle with a pencil inside it.

In the Personal Information page you can change phone information and or address information.
You may change address information by entering in correct data and clicking the save button.