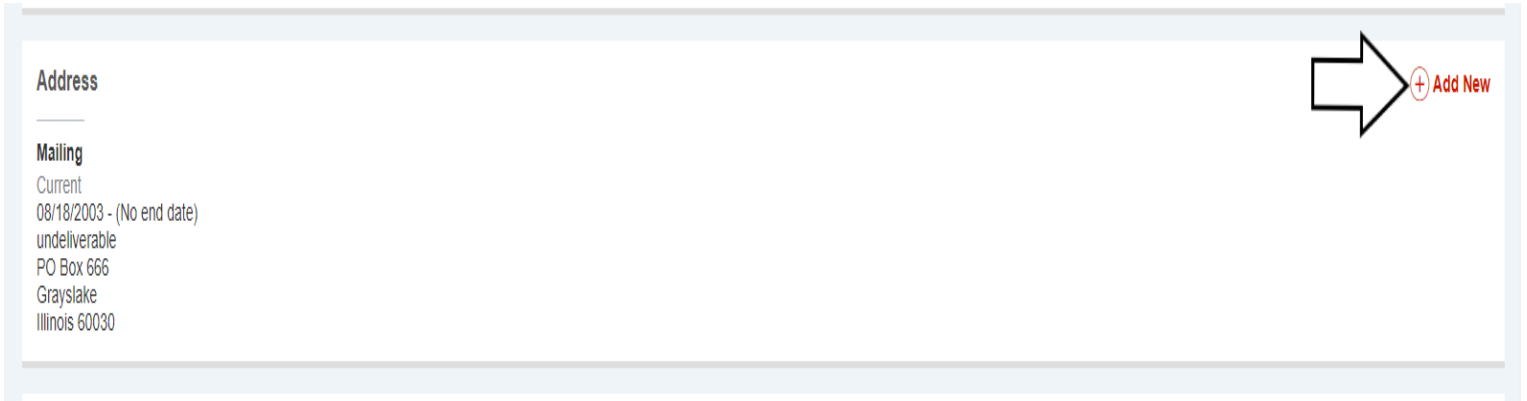
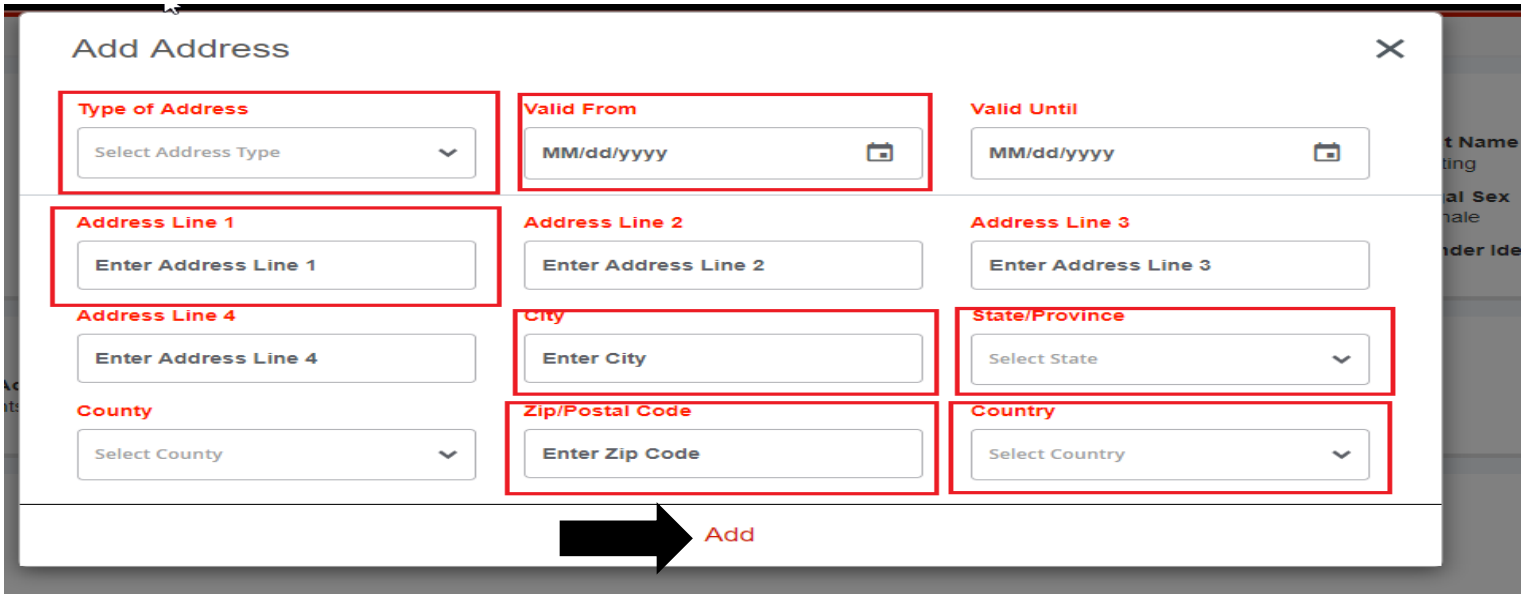


<https://employee.svcc.edu/BannerGeneralSsb/ssb/personalInformation>

Address



1. Click **Add Address**.
The **Add Address** window appears.

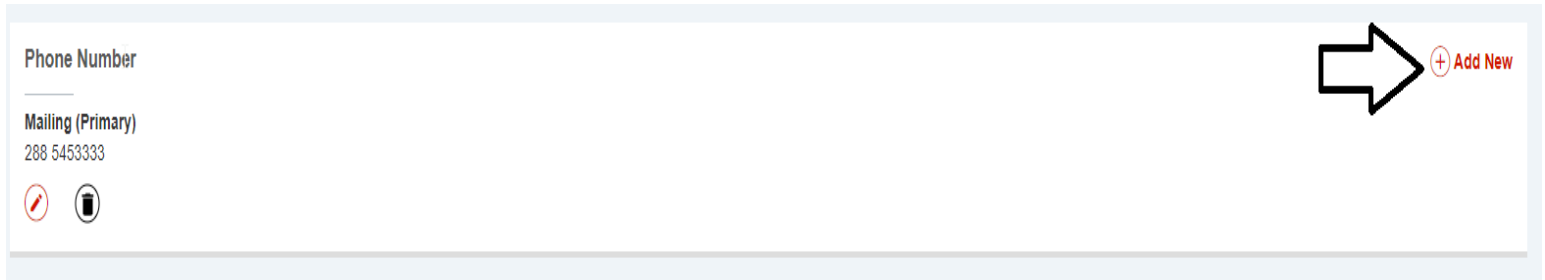


2. Fill in required fields. Fields with red border are the required fields shown above.

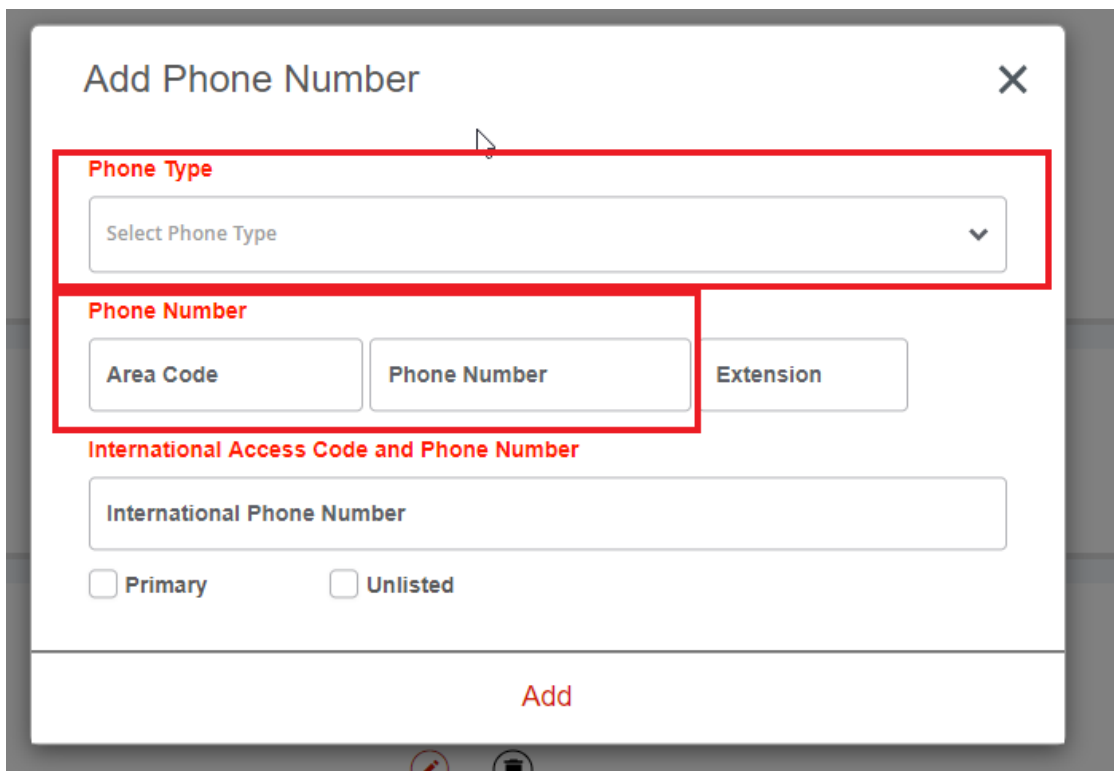
*Under Type of Address, choose **Request for Address Change** (only option).

3. Click **Add**.
The Saved Successfully message appears.

Phone Number



1. Click **Add New**.
The **Add Phone Number** window appears.



2. Fill in required fields. Fields with red border are the required fields shown above.
5. Click **Add**.
The Saved Successfully message appears.