

Directions for Updating Phone Numbers

1. Go to <http://www.scf.edu>
2. Click on SCFconnect and login.
3. Go to the Student or Employee tab.
4. Go to the Banner Self-Service channel.
5. Select Banner Self-Service and Personal Information.
6. Select Address(es) and Phone(s). (Do not select Emergency Contacts for this purpose. Emergency Contacts should be updated separately.)
7. Click any link under Phones. The Update Address and Phone form will open (screen shot below.)
8. In Mailing section (Primary Phone Number for this Address section), enter the phone number associated with your mailing address. Do not use a hyphen in any phone number.
9. To add or update phone and text numbers to receive emergency messages, go to Phone Type, click the drop-down arrow and complete up to six fields.
10. Enter the direct dial number; do NOT enter the extension.
11. The same Phone Type can be selected more than once with different numbers assigned.
12. It is recommended that at least one number be a landline.
13. It is fine to use the same number for Text Messaging and Cellular Phone fields. If the Text Messaging field is not filled out, the Cellular Phone or Primary Phone number will be used for text messages.
14. When finished, click Submit at the bottom of the form.

Congratulations! You have updated your contact information. Thank you.

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" value="941"/>	<input type="text" value="1234567"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Enter Primary Area Code and Phone Number here. Do not enter a hyphen or extension.

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Cellular Phone"/>	<input type="text" value="941"/>	<input type="text" value="1234567"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Text Messaging"/>	<input type="text" value="941"/>	<input type="text" value="1234567"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="SCF Campus"/>	<input type="text" value="941"/>	<input type="text" value="1234567"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the direct dial number; do not enter a hyphen or extension.