How to Update your Mailing Address in ABAC Banner Web

Step 1: Open a web browser and go to https://ssbprod.abac.edu

Step 2: Click “Enter Secure Area”
Click on ‘Enter Secure Area’ to log into Banner Web.
Check all the links in Banner to find all the info available to you!

Click Here - Look up your ID Number, your Username for My.ABAC and Student Email, and your Advisor Information.

Enter Secure Area
Admissions Status Check

Step 3: Enter your User ID and PIN and click the Login button.
User Login

To login, enter your user ID (918#) and PIN, then click ‘Login’.
If you can’t remember your PIN, click ‘Forgot PIN’ to access your Security Question.
Too many attempts with the incorrect PIN will disable your account and the ‘Forgot PIN’ option will not work!

When you are finished, please Exit and close your browser to protect your privacy.

First Time Log-In Instructions
Click Here - Look up your ID Number, your Username for My.ABAC and Student Email, and your Advisor Information.

User ID: [ ]  PIN: [ ]

Login  Forgot PIN?

Step 4: After you have logged into your Banner account, please click on Personal Information Tab.

Personal Information  Student Academic Records  Financial Aid

Search [ ]  Go

Main Menu

Step 5: Then Click on Update Address(es) and Phone(s) Campus Alert Updates.
Change PIN
Change Security Question
Update Address(es) and Phone(s) Campus Alert Updates
View E-mail Address(es)
Directory Profile
View Emergency Contacts
Update Emergency Contacts
Update Marital Status
Step 6: To update the mailing address, click the word 'Current' and enter changes on the screen. DO NOT INSERT A NEW MAILING ADDRESS - MAKE CORRECTIONS TO THE EXISTING ONE.

### Addresses and Phones

<table>
<thead>
<tr>
<th>Mailing</th>
<th>Phones</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current:</td>
<td>Primary: None Provided</td>
</tr>
<tr>
<td>Permanent:</td>
<td></td>
</tr>
<tr>
<td>Current:</td>
<td></td>
</tr>
</tbody>
</table>

**Type of Address to Insert:** Select

**Submit**

Step 7: Update your Information and then click the Submit button at the bottom of the page.

**Mailing**

- **Valid From This Date:**
- **Until This Date:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**City:**

**State or Province:** Georgia

**ZIP or Postal Code:**

**County:**

**Nation:**

**Delete this Address:** (uncheck to remove)

**Primary Phone Number For This Address:**

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Phone Number</th>
<th>Ext.</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
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</table>

**Phone Type:** Select

**Submit**