



Banner Employee Self-Service:

E-mail Setup

E-mail Setup for Banner Self-Service

First, login to Banner Self-Service. Next, click on the “Personal Information” menu as shown in the figure below.


Dixie State College Banner Web Services

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Welcome, Eric R. Grob, to the WWW Information System! Last web access on Mar 10, 2004 at 01:03 pm

 **Employee Services** [Employee](#)
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

 **Personal Information** ←
View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile .

[Return to Homepage](#)

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While you are in the “Personal Information” menu, click on the “Update E-mail Address(es)” menu as shown in the next figure.

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Personal Information

- [Answer a Survey](#)
- [Change Security Question](#)
- [View Address\(es\) and Phone\(s\)](#)
- [Update Address\(es\) and Phone\(s\)](#)
- [View E-mail Address\(es\)](#)
- [Update E-mail Address\(es\)](#)** ←
- [Directory Profile](#)
- [View Emergency Contacts](#)
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- [Update Marital Status](#)
- [Name Change Information](#)
- [Social Security Number Change Information](#)
- [Change PIN](#)

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When the “Update E-mail Address(es)” menu appears, choose the “Type of E-mail to Insert”. To do this, click on the drop-down menu box and choose the “Direct Deposit Faculty/Staff” option. Then click the “Submit” button as shown in the figure below.


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Update E-mail Address(es) - Select Address

 To **update** an existing e-mail address, click the **e-mail address**.
To **insert** a new e-mail address, select an address type from the pull-down list and click Insert.

E-mail Addresses

Direct Deposit Faculty/Staff

[grob@dixie.edu](#) Preferred

Type of E-mail to Insert:



[\[View E-mail Address\(es\) \]](#)

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Next, type the e-mail address that you want your direct deposit stub sent to in the "E-mail" field. Then click the "Submit" button as shown in the figure below.

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Update E-mail Address(es) - Update/Insert

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Direct Deposit Faculty/Staff

E-mail:



Comment:

Delete this address:

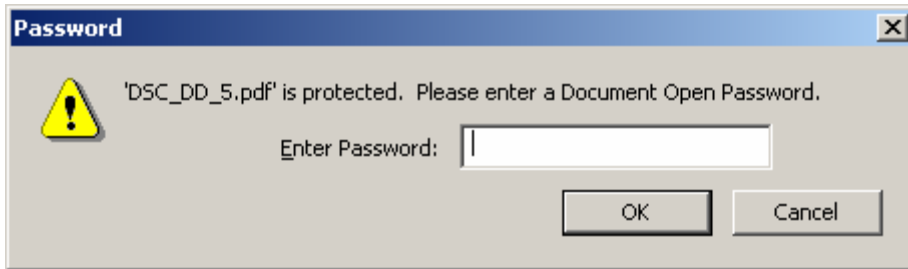
Preferred Direct Deposit Faculty/Staff

RELEASE: 5.2

[\[View E-mail Address\(es\)\]](#)

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Your e-mail address is now setup and your next direct deposit stub will be sent to you by e-mail. When you receive the direct deposit advice e-mail and open the attachment, it will ask you for a password.



Your password is the last four digits of your social security number. Enter the four digits and click "OK". The direct deposit advice e-mail will only be sent **once**, so you will need to save the e-mail or the pdf document if you want to refer to it later.

Special Notes

Help with Employee Self-Service can be obtained by:

- [Payroll Office](mailto:payroll@dixie.edu) – payroll@dixie.edu
- <http://www.dixie.edu/busoff/payroll.html>

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