

Update your Contact Information on the my.mun.ca portal

Access the Employee Services tab to update your Home Address

In Banner, the "Employee Home Address" is your primary address at Memorial University used for all formal employee distributed communications such as Blue Cross Health/Dental correspondence, etc.

▶ Log onto my.mun.ca by clicking on 'LOG IN' from the main Memorial University web page



- Use your Memorial user ID and Password (contact IT Services for assistance if needed help@mun.ca) to access the portal
- Once logged in, access the 'Employees' tab to view the Employee Self Service window and select 'Current Pay, Leave, Equity and Employee Self Service Data', and then select 'Personal Information'

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MEMORIAL UNIVERSITY	Home Home	• Students	Employees	►	EHS Assistant	
Online Learning			Employee Self Service			
Online Learning			To access your employee information, click the buttons below:			
Access your Brightspace (D2L) course site, as well as academic or administrative sites, in Memorial University's learning management system.		vell as academic or g management system.			Current Pay, Leave, Employee Self Serv	, Equity and vice Data
Support Ce	entre	Course Login			Memorial Pension I and Tools	nformation
Get Office 365					SSQ Travel Health	Card



MEMORIAL	St. John's Campus	Grenfell Campus	Marine Institute	Harlow Campus	Online Learning
UNIVERSITY Newfoundland & Labrador, Canada			М	emorial Se	If-Service
Main Menu Student Main Menu Employee Services					
Search Go			RETURN TO	MENU SITE MA	AP HELP EXIT
Main Menu					
Personal Information Student Main Menu Apply for Admission, Register, View your academic records Employee Services Employee Services					
A confidential survey to help us better understand our workforce and develop initiatives to improve inclusiveness and diven RELEASE: 8.8.4.1	sity, one of our core va	lues.			
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MEMORIAL	St. John's	s Gampus — Grenfell Ga	mpus Marine Institute	Harlow Campus	Online Learning
U N I V E R S I T Y Newtoundland & Labrador, Canada				Memorial Se	If-Service
Hain Menu Student Main Menu Employee Services					
search			RETURN T	O MENU SITE MA	P EXIT
Personal Information Menu					
Students are advised 2020 T2202 slips representing tuition paid and months enrolled at Memorial will 2021.	ll be available elect	tronically on Stud	ent Self-Service t	oward the end	of February
If you have already provided your SIN, no update is required at this time. To provide your SIN, click on If you have any questions regarding T2202, contact reghelp@mun.ca.	on Enter Social Ins	urance Number (!	SIN) in the menu	s below.	
Change your PIN Teach to update your PINO Change it have. Change Security Question View E-mail Addresses Update E-mail Addresses View Addresses and Phones					
Update Addresses and Phones Send Email Address Verification Test to everify email for transition result? Start confirmation here. View Emergency Contacts					
V update Emergency Contacts V Indigenous Status Creater Social Insurance Number (SIN) RELEASE: 8.9.M1					

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1. On the Personal Information Menu page, click **Update Addresses and Phones**. You should proceed to Update Addresses and Phones page with a list of all of your current addresses in Banner.



2. On the Update Addresses and Phones page, click the **Current** link associated with the **Employee Home Address**.

Employee Home Address	Phones
Current: Apr 01, 2012 to (No end date) 5031 Hetchman St 4692A Apt # 621	Primary: 709-5796021
St John'S, Newfoundland and Labrador Canada	A1A 2W1

3. On the Update Addresses and Phones page for the **Employee Home Address**, update the form with your new address and phone number. Please include a new "Valid From This Date" (formatted DD/MM/YYYY) with your new address and phone number(s) to indicate when the address/number should start to be used.

Main Menu Student Main Menu Employee Services	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Update Address and Phones When adding or changing your address you must enter a street line one, a city, province and postal code. A foreign	1 address requires only a street line one,
city and a country. A primary phone number for the address is optional. Additional phones associated with the add Phones area. Enter the date that the address becomes valid in the VALID FROM THIS DATE field (such as today's d the earliest date that the address is no longer valid. If there is no known end date, enter 12/12/2099.	ress may be entered in the Additional ate) and in the UNTIL THIS DATE field,
Employee Home Address	
Valid From This Date:MM/DD/TTTT 01/15/2021	
Address Line 1: 4 Logion Road	
Address Line 2:	
Address Line 3:	
City: St John's	
State or Province: Newfoundland and Labrador V	
ZIP or Postal Code: A1A 2W1	
Nation: Canada V	
Detete this Address:	
Area Phone Extension International Unlisted Code Number Access Code and Phone Number	
709 5551387 OR	
Phone Type Area Phone <u>Ext.</u> International Unlisted Delete Code Number Access Code and Phone Number	
Select	
Select V	
Select	
Submit Reset	

4. At the bottom of the page, click the **Submit** button to save the address update.

Submit Reset

You should see your newly updated address and phone number on the Update Addresses and Phones page.

Employee Home Address	Phones
Current: Jan 15, 2021 to (No end date)	Primary: 709-5551387
4 Legion Road St John's, Newfoundland and Labrador Canada	A1A 2W1