

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

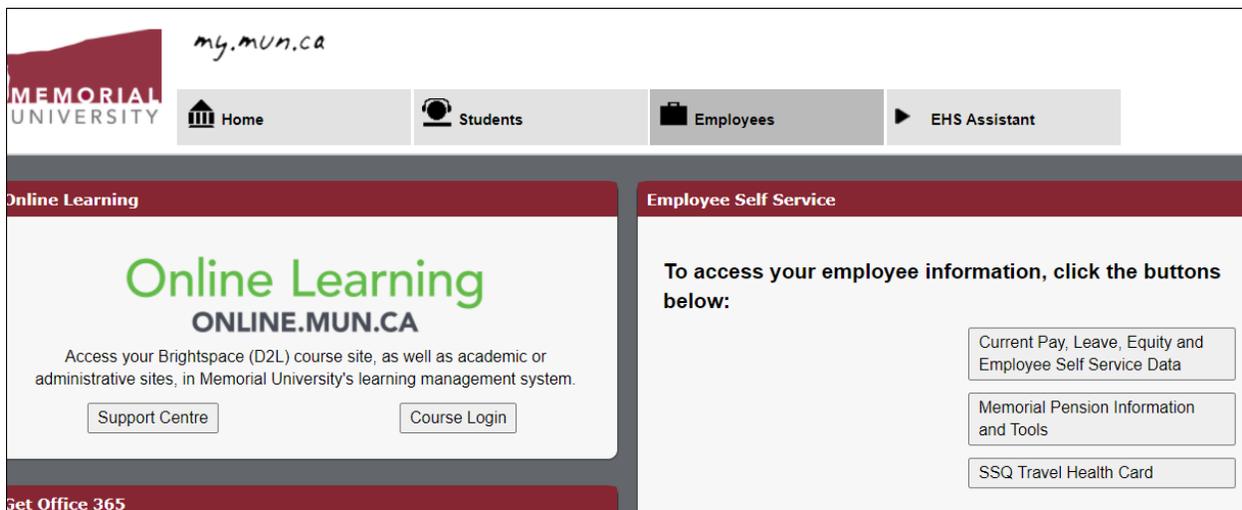
Access the Employee Services tab to update your Home Address

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’



Main Menu

- [Personal Information](#)
- [Student Main Menu](#)
Apply for Admission, Register, View your academic records
- [Employee Services](#)
- [Employment Equity Survey](#)
A confidential survey to help us better understand our workforce and develop initiatives to improve inclusiveness and diversity, one of our core values.

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Personal Information Menu

 Students are advised 2020 T2202 slips representing tuition paid and months enrolled at Memorial will be available electronically on Student Self-Service toward the end of February 2021.

If you have already provided your SIN, no update is required at this time. To provide your SIN, click on [Enter Social Insurance Number \(SIN\)](#) in the menus below.

If you have any questions regarding T2202, contact reghelp@mun.ca.

- [Change your PIN](#)
Need to update your PIN? Change it here.
- [Change Security Question](#)
- [View E-mail Addresses](#)
- [Update E-mail Addresses](#)
- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [Send Email Address Verification](#)
Need to verify email for transaction receipt? Start confirmation here.
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Indigenous Status](#)
- [Enter Social Insurance Number \(SIN\)](#)

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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.

- 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 St John'S, Newfoundland and Labrador A1A 2W1 Canada	Primary: 709-5796021

- 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.

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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 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 address may be entered in the Additional Phones area. Enter the date that the address becomes valid in the VALID FROM THIS DATE field (such as today's date) and in the UNTIL THIS DATE field, the earliest date that the address is no longer valid. If there is no known end date, enter 12/12/2099.

Employee Home Address						
Valid From This Date:MM/DD/YYYY	<input type="text" value="01/15/2021"/>					
Until This Date:MM/DD/YYYY	<input type="text"/>					
Address Line 1:	<input type="text" value="4 Legion Road"/>					
Address Line 2:	<input type="text"/>					
Address Line 3:	<input type="text"/>					
City:	<input type="text" value="St John's"/>					
State or Province:	<input type="text" value="Newfoundland and Labrador"/>					
ZIP or Postal Code:	<input type="text" value="A1A 2W1"/>					
Nation:	<input type="text" value="Canada"/>					
Delete this Address:	<input type="checkbox"/>					
Primary Phone Number For This Address:						
Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted		
<input type="text" value="709"/>	<input type="text" value="5551387"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
OR						
Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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) 4 Legion Road St John's, Newfoundland and Labrador A1A 2W1 Canada	Primary: 709-5551387