

How to update e-mail address for Banner Self Service

Screenshot 1 of 9

1) Click MyTSUweb

TSU
TEXAS SOUTHERN UNIVERSITY

Quick Links | People Finder | Contact Us | **MyTSUweb**

Search

About | **Admissions** | **Academics** | **Athletics** | **Alumni** | **Life @ TSU** | **Give to TSU**

Welcome to TSU

- Future Students
- Current Students
- Alumni & Friends
- Community & Partners
- Faculty & Staff
- Colleges & Schools

Construction Begins on New Home for TSU Football
Watch the Progress Live Online

TIGER NEWS

- Sinbad Tickets Available Online NOW!**
- Georgia D. Provost Says "Do the Math!"**
- TSU Graduate, Belvin Perry, Jr. Presides in Highly Publicized Anthony Trial**

UPCOMING EVENTS

- Monday, June 6, 2011
Youth Enrichment Program (YEP!)
- Tuesday, July 5, 2011
Student Academic Enhancement Institute 2nd Session

TSU Now

- [Apply for Admissions](#)
- [Request Information](#)
- [Schedule Tour](#)

Screenshot 2 of 9

SUNGARD HIGHER EDUCATION

TSU Admission Applicants

- To apply for admission to Texas Southern University, visit [ApplyTexas.org](#).
- Login to the [Admissions Application Status](#) page:
 - User ID** — Your Login ID is your T-number (with an upper-case 'T') that was provided on your *Admission Application Confirmation* letter.
 - PIN** — Your PIN is your birth date (in the MMDDYY format).

Current TSU Students

Login to the [My TSU Web Portal](#):

- User Name** — User Names are formulated using the following standard: <first initial> + . + <first 14 characters of last name> + <last 4 digits of student ID>.
- Password** — All initial passwords are formulated using the following standard: Q + ! + <Birth Date> (birth date is in the MMDDYY format).

TSU Faculty, Staff & Alumni

Login to [My TSU Web](#):

- User ID** — Your User ID is your T-number (with an upper-case 'T') or your Social Security Number.
- PIN** — Your PIN is your birth date (in the MMDDYY format).

2) Click on My TSU Web for Faculty, Staff, and Alumni

Screenshot 3 of 9

SUNGARD HIGHER EDUCATION

TSU Faculty, Staff & Alumni

To login to My TSU Web, complete the following tasks:

1. Enter your **User ID**.
Your **User ID** is your T-number (with an upper-case 'T') or your Social Security Number.
2. Enter your **PIN**.
Your **PIN** is your birth date (in the **MMDDYY** format) for new users and users who have had a PIN reset.
3. Click **Login**.

Please note the following:

- For new users and users who requested a PIN reset, you are prompted to change your PIN when you login.
- After three (3) failed login attempts, your MyWeb account access is **disabled**. Before disabling your account, enter your **User ID** and select **Forgot PIN?** to reset your PIN.
- **For current TSU Faculty and Staff ONLY**, if you need **assistance**, please contact **Patricia Dean**, *HR Systems Administrator*, by phone at **713-313-4246** or via email at dean_pv@tsu.edu.
- For everyone else that needs assistance please contact the helpdesk at **713-313-HELP (4357)** or email the helpdesk 24/7 ittigersupport@tsu.edu.

Warning: To protect your privacy, please click **Exit** and close your web browser when you are finished.

User ID: 3) Type your Self Service User ID or Social Security

PIN: 4) Type your Pin (password)

RELEASE: 8.3

Screenshot 4 of 9

SUNGARD HIGHER EDUCATION

Personal Information Employee Reporting

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Welcome, Antonio Saenz, to the WWW Information System! Last web access on Apr 11, 2011 at 05:51 pm

- [Alumni Information](#)
TSU Alumni can now use the Web for alumni services to update information, find current events, and keep in close contact with the University.
- [Employee Information](#)
[Time sheets](#), [time off](#), [benefits](#), [leave](#) or [job data](#), [paystubs](#), [W2](#) and [T4 forms](#), [W4 data](#), etc.
- [Personal Information](#) 5) Click Personal information
View [address\(es\)](#) and [phone number\(s\)](#), view or update [e-mail address\(es\)](#) and [emergency contact information](#), or change your PIN.
- [Finance](#)
- [Reporting](#)
You can use the reports listed on this page to retrieve data from Banner for self-service reporting.

RELEASE: 8.3

Screenshot 5 of 9

The screenshot shows the SUNGARD HIGHER EDUCATION portal. At the top, there is a navigation bar with 'Personal Information', 'Employee', and 'Reporting' tabs. Below this is a search bar with a 'Go' button and links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. A yellow horizontal line separates the navigation from the main content area. The main content area contains a list of menu items, each with a small square icon: 'Display TSU Id Number', 'Change PIN', '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', 'Update Emergency Contacts', and 'Answer a Survey'. The 'Update E-mail Address(es)' item is highlighted with a red box, and a red arrow points from it to the text '6) Click Update E-mail Address(es)'. At the bottom left, it says 'RELEASE: 8.3'.

Screenshot 6 of 9

The screenshot shows the 'Update E-mail Address(es) - Select Address' page in the SUNGARD HIGHER EDUCATION portal. The page has a yellow horizontal line at the top. Below the line, there is an information icon and the title 'Update or Delete E-mail Address'. Underneath, there are two bullet points: 'Click on the e-mail address' and 'Enter New E-mail Address'. Below the bullet points, there are two more bullet points: 'Select e-mail type from drop down box' and 'Click Submit'. The 'Type of E-mail to Insert:' label is followed by a dropdown menu with 'Select' and a downward arrow. The dropdown menu is highlighted with a red box, and a red arrow points from it to the text '7) Click drop down button'. Below the dropdown menu is a 'Submit' button. At the bottom center, there is a link '[View E-mail Address(es)]'. At the bottom left, it says 'RELEASE: 8.2'.

Screenshot 7 of 9

SUNGARD HIGHER EDUCATION

Personal Information Employee Reporting

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Update E-mail Address(es) - Select Address

Update or Delete E-mail Address

- Click on the e-mail address

Enter New E-mail Address

- Select e-mail type from drop down box
- Click Submit

Type of E-mail to Insert:

8) Select TSU Official Email

9) Click Submit

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

RELEASE: 8.2

Screenshot 8 of 9

SUNGARD HIGHER EDUCATION

Personal Information Employee Reporting

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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

Delete an e-mail address

- Put a check mark next to the box that reads **Delete this address**
- Click on Submit

Update e-mail address

- Replace the old email with new one on the field that reads **E-mail**
- Click on Submit

Enter a new e-mail address

- Type an e-mail address on the empty field that reads **E-mail**
- Click on Submit

Note: You may specify only one preferred e-mail address.

TSU Official Email

E-mail:

Comment:

Delete this address:

Make this your Preferred address:

10) Type your Official TSU email address here.

11) Place check in this box to make it preferred

Preferred not specified

12) Click Submit

RELEASE: 8.2

SUNGARD HIGHER EDUCATION

Personal Information Employee Reporting

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Update E-mail Address(es) - Select Address

Update or Delete E-mail Address

- Click on the e-mail address

Enter New E-mail Address

- Select e-mail type from drop down box
- Click Submit

TSU Official Email

saenza@tsu.edu	Preferred
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Type of E-mail to Insert:

13) If you see your email address and preferred here then you are done.

If you do not see anything here, then go back to step 7.

Once you have completed all 13 steps, verify that you have entered the correct e-mail address and if correct you are done and can exit out.