

Be Prepared for an EMERGENCY ON CAMPUS!

Directions for updating your phone number and email address:

Log in to **Self-Service Banner** and select **Personal Information**.

1. Select **Update Addresses and Phones** to verify and correct your phone number.

[Cell Phone](#) is used for text and voice messages.

[Primary](#) is used for voice messages.

Students and Employees:

Permanent Address	Phones
Current: Jul 27, 2014 to (No end date) 111 Lamar Lane Beaumont, Texas 77710	Primary: 409-9999999 Cell Phone: 409-2222222

Students:

Student Local Address	Phones
Current: Mar 27, 2014 to (No end date) 211 Red Bird Lane Beaumont, Texas 77710	Primary: 409-8888888

Employees:

Campus PO Address	Phones
Current: Mar 27, 2014 to (No end date) P. O. Box 11111 Beaumont, Texas 77710	Primary: 409-8801111

2. Select **Update E-mail Addresses** to verify and correct your email address.

Students and Employees – not updateable

My.Lamar Official E-mail Address
LEA@my.lamar.edu

Students – provide ONE email address

Personal E-mail Address
mypersonal@email.com

For assistance, contact the IT Service Desk at servicedesk@lamar.edu or 409-880-2222.

Frequently asked questions:

1. What changed for Text (SMS) Messages?

Text messages are only sent to the Cell Phone under Permanent Address.

2. What changed for Email Addresses?

For Students, Personal E-mail Address and My.Lamar Official E-mail Address is used. Provide ONE Personal E-mail Address.

For Employees, only My.Lamar Official E-mail Address is used.

3. What changed for Telephone Numbers?

Cell Phone and Primary under Permanent Address is used for everyone.

For Students, Primary under Student Local Address is used.

For Employees, Primary under Campus PO Address is used, which is your office number.

4. What if my Cell Phone is my only phone number?

Cell Phone is preferred for sending both text and voice messages, since messages can be sent to YOU. Primary may be left blank if you have no phone at the address.

5. How do I correct my phone number?

To add an Address, select Address Type from the drop down box and Submit. To add a phone number under an existing Address, click on "Current" under Address Type and select Phone Type. To change or delete, select the phone number, make your corrections or select the Delete column. Click Submit.

6. If I have the same phone number listed twice, will I be called twice?

The emergency notification system removes duplicate numbers. However, the system will retry calls not answered. This includes calls lasting fewer than 10 seconds, ending with a busy signal or going to an answering machine.

7. What if I do not use the email address that is listed for me?

You may forward your My.Lamar Official E-mail Address.

For Students, provide ONE Personal E-mail Address.

For Employees, My.Lamar Official E-mail Address is the only email address used. This is your actual account and may not be the address from which you send if an alias or persona is set up. Personal E-mail Address is not used.

8. When will my updated contact information be available?

Updates are sent weekdays after the close of business, so keep all your contact information current.

9. Who do I contact if I did not receive an emergency message?

IT Service Desk at servicedesk@lamar.edu or 409-880-2222.