Where to Find the Address and Phone Screens to update your information in my.Tri-C.Space

1. After you login to my.Tri-C.Space click on the Employee Tab. 

![My Employment Info]

3. Click on “Update my Address and Phone”
4. Once on that page, scroll down to the bottom of the page and click on “Update Non Student Information.”

![Update Non-student Information]

5. The page appears showing all of your current information.

**Update Non-student Addresses and Phones**

![Addresses and Phones]
6. Click on the link that you wish to update.

7. Once you click on Submit then Banner is updated and the system will automatically update Outlook and the Online Phonebook.

8. If you need additional help, please click on these links.
   a. [How to change your Campus address or phone](#)
   b. [How to change your Permanent (home) address or phone](#)
   c. [How to add or change your Alert phone number](#)