Personal Information Update

Log into Banner at my.okstate.edu using your OKEY information (OSU Email and Password).

Click on the Self Service Icon.

Click on the Personal Information tab.

Options on the Personal Information tab.

Update Address and Phones

To update your billing or mailing address click on “Current”.

To add a new Billing or Mailing address, click the down arrow, select the address to add and click on submit.

If everything is up-to-date you don’t need to do anything.

Select “Personal Information” to go back to main list.
Complete all fields and click “Submit” to add a new address.

Click on the email you want to update.

If email addresses are up-to-date you do not need to do anything.

To add another email type, click the down arrow then select the type.

Complete all fields and click “Submit” to add a new email.

Select “Personal Information” to go back to main list.
To update emergency contact click on name.
Click New Contact to add more.

Complete all fields and click “Submit” to add a new emergency contact.
Select “Personal Information” to go back to main list.

Companion/Partner
Divorced
Married
Separated
Single
Widowed

To obtain a name change form click here.

To obtain a name change form click here.