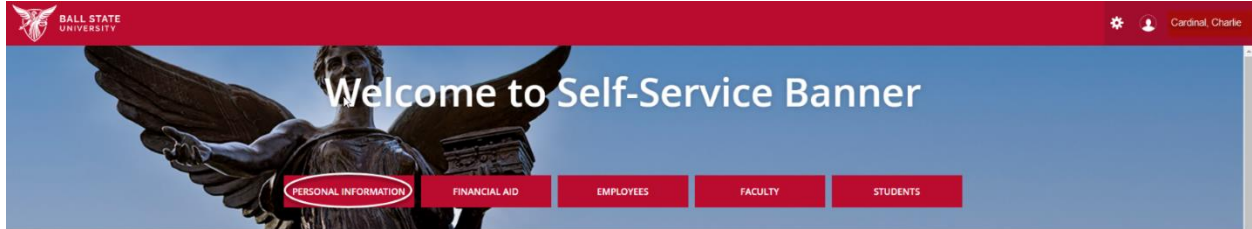
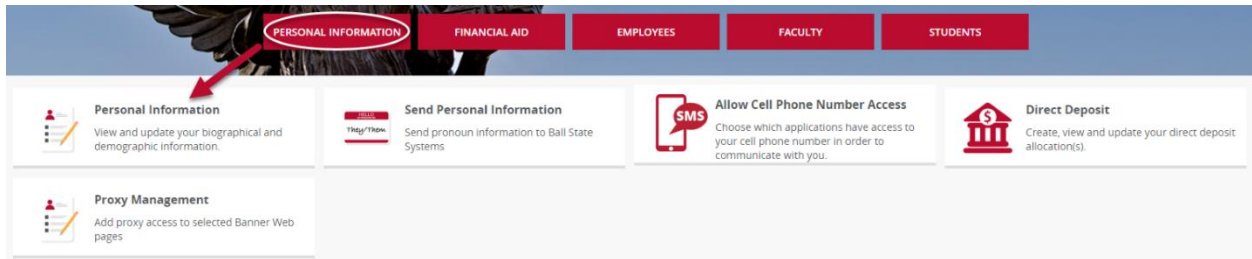


## Updating Personal Information

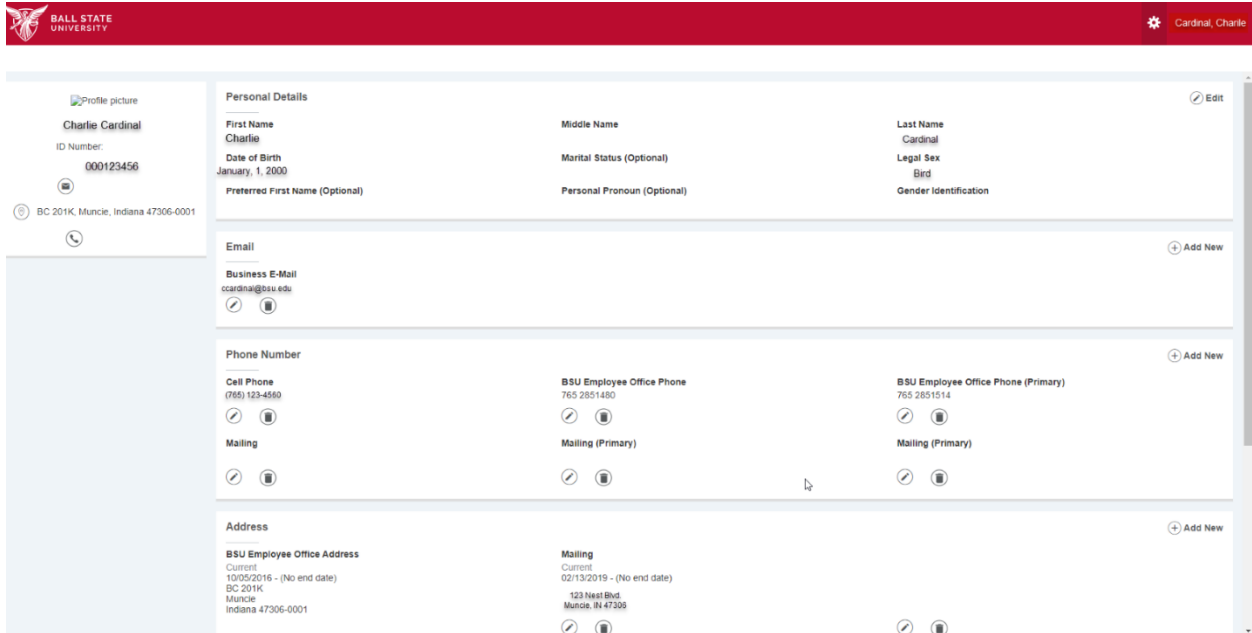
1. Log on to MyBSU using <https://my.bsu.edu>.
2. Scroll to the Banner heading and select the Self-Service Banner (SSB New) link.
3. Choose the Personal Information Tab.



4. Click on the Personal Information tile.



5. Your personal information will be displayed. In the Personal Details block, press the Edit button in the upper right corner.



6. A dialog box will appear, allowing you to edit specific information. Any information that can be edited will have a drop-down menu or will be labeled as optional.
7. After changes have been made, press Update button in the bottom right corner.

**Edit Personal Details** ⓘ ✕

<b>First Name</b> Amanda	<b>Middle Name</b> Darlene	<b>Last Name</b> Lee
<b>Date of Birth</b> February 1, 1980	<b>Marital Status (Optional)</b> Married ▼	<b>Legal Sex</b> Female
<b>Preferred First Name (Optional)</b> Amanda D.	<b>Personal Pronoun (Optional)</b> She/Her/Hers ▼	<b>Gender Identification</b> WOMAN ▼

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Cancel Update