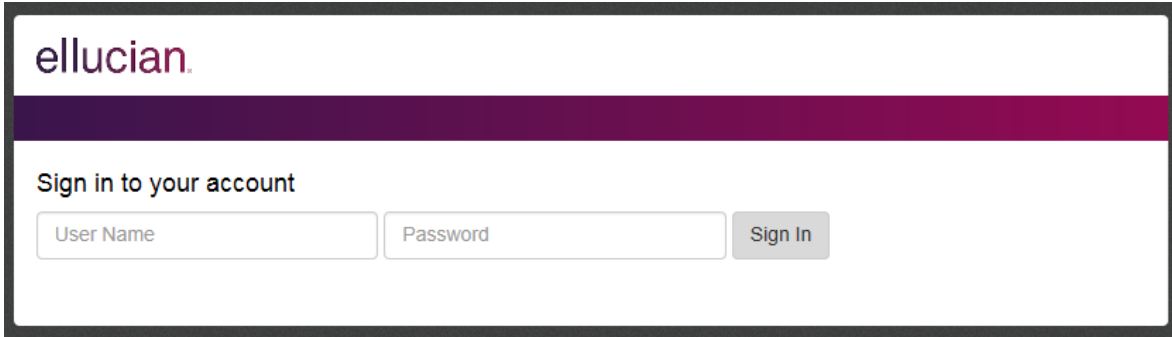
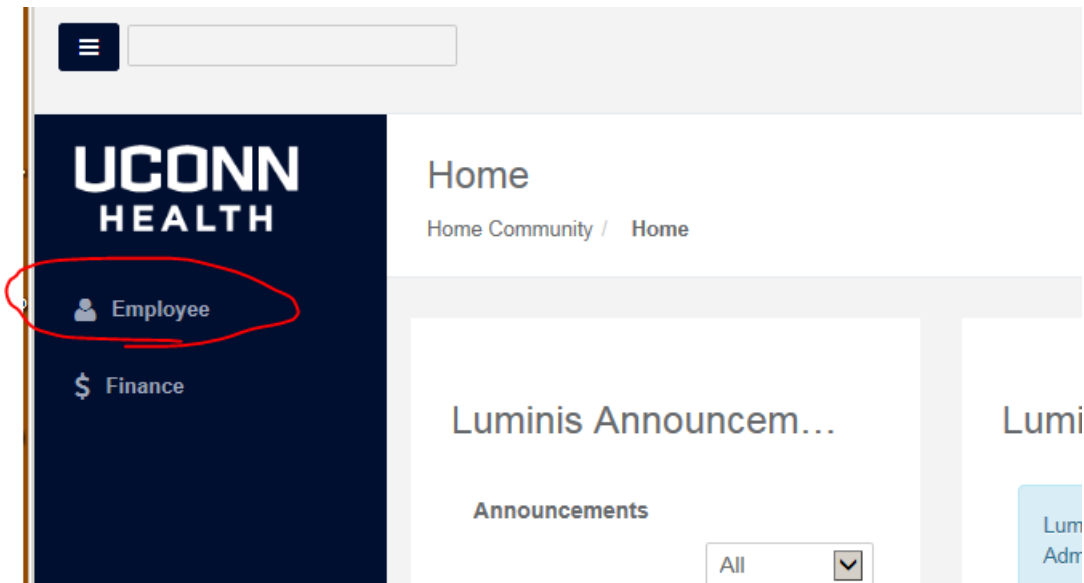


Please follow these steps to update employee contact information via Self Service Banner. The changes made in Banner may take up to 24 hours to flow to all downstream systems:

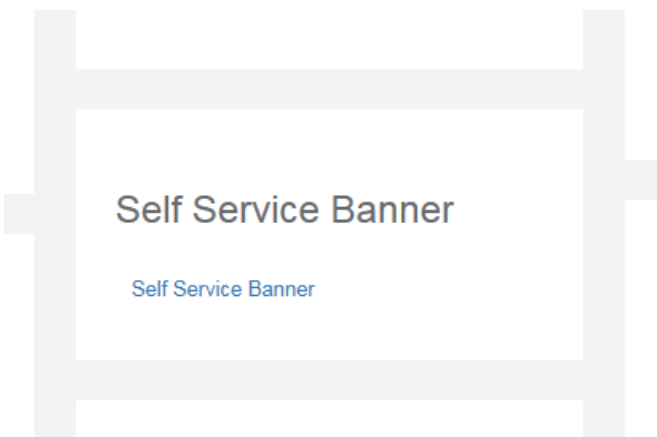
- 1) In a web browser navigate to <https://cap.uhc.edu/> and logon using your UConn Health network password



- 2) Click on the Employee tab



- 3) Click the Self Service Banner link



- 4) Click Update Contact Information

## Personal Information

[Update Contact Information](#)  
[View E-mail Addresses](#)  
[View Emergency Contacts](#)  
[Update Emergency Contacts](#)  
[Name Change Information](#)

- 5) Review your contact information and click [Edit Contacts] to change any item in green

## Update Contact Information

Click on Edit Contacts to change any contact information. You cannot change an address.

### Addresses and Phones

#### HR Employee Home Address Contacts

Jun 03, 2011 to (No end date)

999 Farmington Ave  
Bristol, Connecticut 06010  
United States of America

*HR Work Phone:* (860) 679-2000  
*HR Home Phone:* (860) 582-5555  
*HR Personal Cell Phone:* (860) 205-5555  
*HR UCHC Cell Phone:* (860) 458-9999  
*Personal E-Mail:* john.doe@comcast.net  
*Mail Code :* 4040  
*Location(Bldg-Flr-Rm):* T-7-320

[\[Edit Contacts\]](#)

- 6) Edit your contact information and click the Submit button to save

## Update Personal Contact Information

Please add or change any information. For phone numbers, do not include dash (-).

Phone Type	Area Code	Phone Number	Comments
HR Work Phone:	<input type="text" value="860"/>	<input type="text" value="6792000"/>	<input type="text"/>
HR Home Phone:	<input type="text" value="860"/>	<input type="text" value="5825555"/>	<input type="text"/>
HR Personal Cell Phone:	<input type="text" value="860"/>	<input type="text" value="2055555"/>	<input type="text"/>
HR UCHC Cell Phone:	<input type="text" value="860"/>	<input type="text" value="4589999"/>	<input type="text"/>

### Additional Info

Personal E-Mail:

Mail Code :

Location(Bldg-Flr-Rm):  -  -