Student: How to Update/Confirm Phone and Email Information

Source: Information provided on Student Portal (okla.st/studentportal)

Viewing your current info:

This information is stored in Banner and typically comes from your application for admission. You can update or change it through Student Self Service.

Updating your info:

Log in to Student Self Service from my.okstate.edu:

From the Main Menu, choose Personal Information (either place):

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Resulting Banner Personal Information Page:

The circled items are the ones feeding from Banner to Slate for your profile.

If this is not the cell phone information you wish to have in Slate, click on the right-hand side of the Phone Number section, and add the new number:

```
Add Phone Number

Phone Type
Cell Phone

Phone Number
405 5552323

Choose Type: “Cell Phone”
Add Number
Select “Primary”
Click “Add”
```

The new phone number will appear in Student Portal within 48 hours:

*Also updates the Slate student record advisor view*