

Maintaining Email Addresses in Banner

Use the Email Tab on the SPAIDEN form to maintain a student's email address(es). Please check the paperwork before the student leaves the counter and be sure the FAU email address is on there so we can contact the student. We will **not respond** to a personal email.

The screenshot shows the SPAIDEN form with the 'E-mail' tab selected. At the top, there is an 'ID' field and a 'Generate ID' button. Below this are several tabs: 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', 'Biographical', 'E-mail', and 'Emergency Contact'. The 'E-mail' tab is active, showing three email entries. The first entry is for 'University Email' with the address 'ssmith@fau.edu'. It has a 'Preferred' checkbox checked, and 'Display on Web' is also checked. Below the first entry are two more empty email entry forms, each with fields for 'E-mail Type', 'E-mail Address', 'Comment', 'Activity Date', and 'User'.

- ◆ SPAIDEN form
- ◆ E-mail Tab
- ◆ Multiple email addresses are stored
- ◆ FAU email address should be the Preferred one

The GOAEMAL form, shown below, can also be used for maintain a student's email address. As you can see from the screen shot below, the form has the same fields as the Email Tab on the SPAIDEN form.

The screenshot shows the GOAEMAL form. It has an 'ID' field at the top. Below it is a blue 'E-mail' tab. The form contains one email entry with fields for 'E-mail Type', 'E-mail Address', 'Comment', 'Activity Date', and 'User'. There are also checkboxes for 'Preferred', 'Inactivate', 'Display on Web', and 'URL'.

- ◆ GOAEMAL form

Banner Tips

Maintaining Email Addresses in Banner, continued

Be careful. Care must be taken when entering email addresses because this field is not edited. Check your entry before pressing the Save button.

Follow the following steps to update a student's email address:

1. Go to the Email Tab on the SPAIDEN form
2. Enter the student's ID and perform a Next Block function
3. Email addresses must have several components to be valid. These components are:
 - a. **At least one character** must appear **before** the @ symbol. These may be alphabetic or numeric, but they are usually alphabetical.
 - b. Every email address **must have** an @ symbol.
 - c. **At least one character** (alphabetic or numeric) followed by a **period "."** must appear **after** the @ symbol.
 - d. A **domain** must follow the period. These are usually com, edu, mil or gov.
 - e. Email addresses **may not have** any **blank spaces** in them.
 - f. Some addresses will have periods "." as part of the characters before the @ symbol, but the **period may not be** the character **immediately before the @** symbol.
 - g. Some addresses may have multiple periods after the @ symbol, but a **period may not be the character immediately after the @** symbol.
4. Determine whether the email address you are entering is a **home, business, or school address**; select the email type from the drop-down list.
 - a. If it is not clear what type of address it is, enter a HM for home in the type field.
5. Enter the email address.
6. Check if the email address is the primary one for the student.
7. Check if the email address is inactive.
8. Check if the email address can be displayed on the web.
9. Enter any comments as appropriate.
10. Click the Save button to save the changes to the student's email address.