Student logs in to SSB at the start of term.

Reviews Term Data Update.

Non-emergency phone numbers are displayed on Term Data Update page. If updates are necessary, student phone numbers are updated on "Personal Information" page.

MUST insert "Self" as emergency contact phone number if not already identified. Data is updated on the "Emergency Contacts" page. Phone numbers for other emergency contacts are optional.

Emergency contact phone numbers will be pushed to SYRETEL as a result of the ongoing admissions project. Schools will be phased in to this project.

Data is loaded into Banner from Slate Admissions process.

Telephone numbers entered in EITHER Address tab OR Telephone tab.

SPAIDEN Telephone numbers entered in Emergency Contact tab.

Second Block: Emergency Phone.

Registrars may enter phone information via the Banner Admin form, SPAIDEN.

Note the SPRADDR table has a phone field, but this phone field does not contain student data.