1. Open Internet Explorer.
2. Go to [www.uncg.edu](http://www.uncg.edu).
3. Click on the UNCGENIE icon in the upper right hand corner.
   or you may go directly to the following website:
   https://banweb.uncg.edu
   Click on Enter Secure Area.
4. Enter your User ID and Pin. Click Login. ITS has created a new tool (getmypin.uncg.edu) to allow students, faculty, and staff to retrieve their initial PINS or reset/unlock PINS themselves.
(If you do not know or have forgotten your university ID and/or password proceed to the following university website: https://its.uncg.edu/Accounts/University_ID/.) Enter your Novell User Name and password. Click Submit.
5. You should now see one (or more) link(s).
6. Click on the Personal Information Tab.
7. Click on the Update Address(es) and Phone(s) link.
8. Click on the Current (link) for the Payroll Address; this will take you to the update form
9. Enter the following information:
   a. Valid From This Date:
   b. Until This Date: (if you are only going to be at this address temporarily
   c. Address Line 1
   d. Address Line 2 (if applicable)
   e. Address Line 3 (if applicable)
   f. City
   g. State
   h. County
   i. Nation – location where you currently reside
   j. Primary Phone Number for This Address
   k. Additional Phone Numbers (if relevant)
10. Click the Submit Button