

# Student View/Update Personal Information Instructions

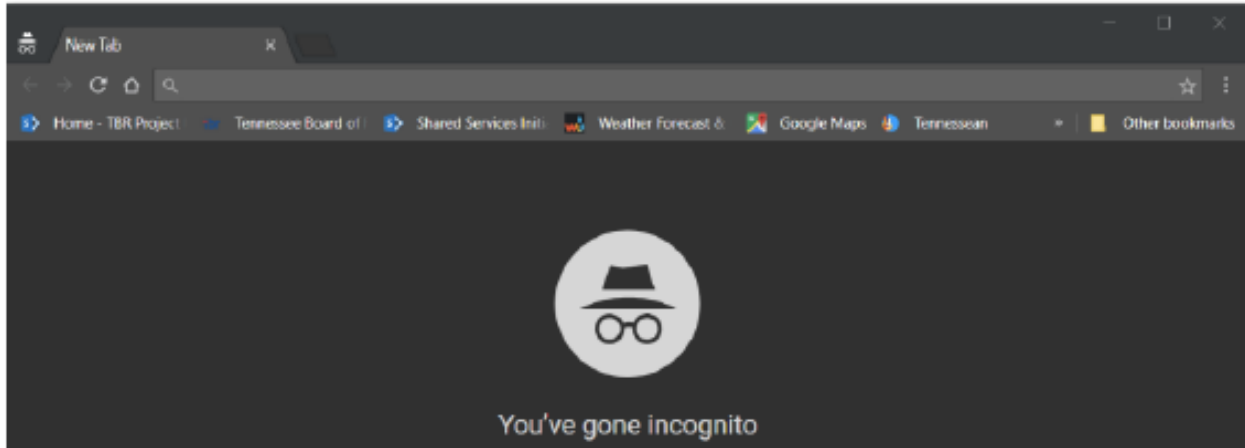
Banner Student  
April 3, 2020

## STUDENT LOG IN INFORMATION

You should have received your login credentials from TBR in the format of [S00xxxxx@tbr.edu](mailto:S00xxxxx@tbr.edu)

### Step 1: User Name and Password

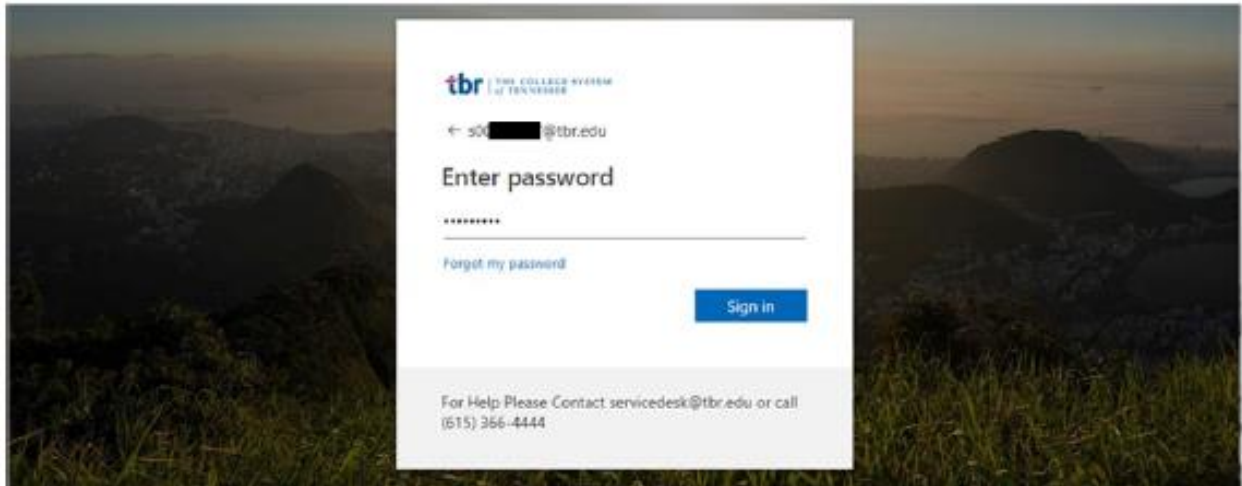
Navigate to the <https://portal.tbr.edu> website in a new or incognito browser. A fresh browser session is needed to not pass your existing account information to the system.



Enter or cut and paste the web address above. You should see the following screen. Enter the [S00xxxxx@tbr.edu](mailto:S00xxxxx@tbr.edu) you were provided.

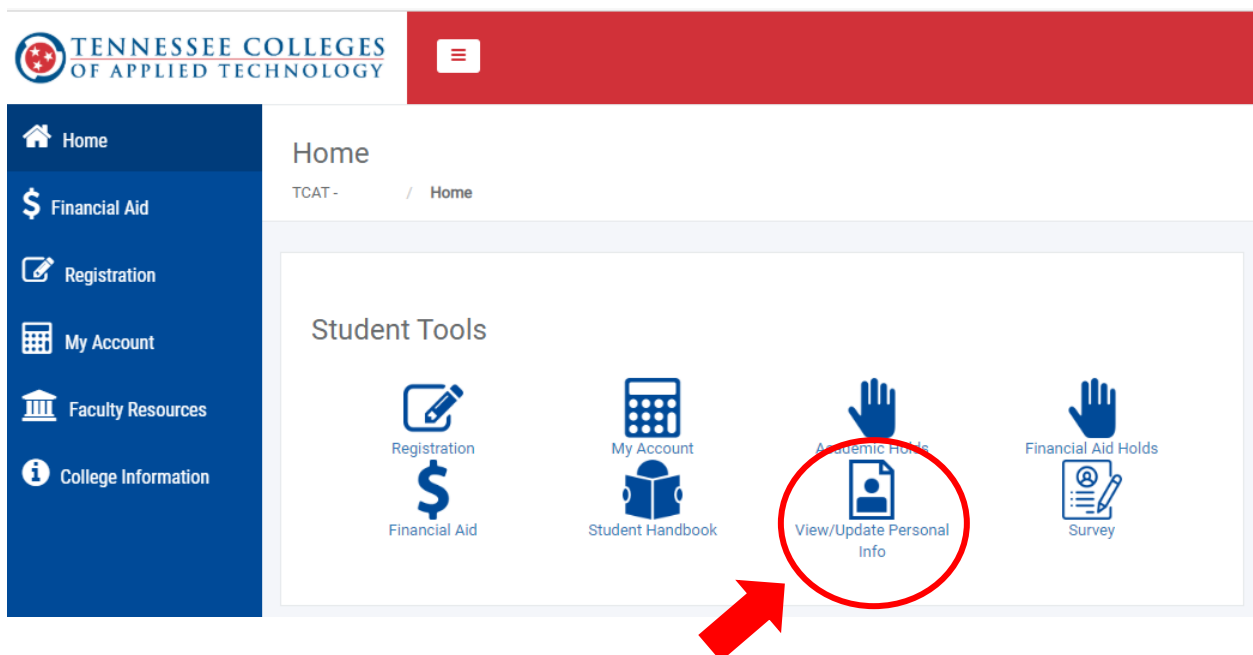


You will be prompted for your password. If this is your first login, use the password provided to you in your welcome email. This is typically a combination of a standard password and information known to the student.



When you select the “Sign In” button you will be navigated to the MyTCAT Student Portal.

## Step 2: Click the “View/Update Personal Info” Icon



You will be navigated to the “Personal Information” Tab.

### Step 3: Click the “Update Addresses and Phones” link

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## Personal Information

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- [Answer a Survey](#)
- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Update E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [View Ethnicity and Race](#)
- [Veterans Classifications](#)
- [Disability Status](#)

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Your current Addresses and Phones in the student information system will be displayed and be available for selection.



### Step 4: Update an existing address by selecting the link next to the corresponding address.

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## Update Addresses and Phones - Select Address

 Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.  
 Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

**Addresses and Phones**

Mailing	Phones
Current: Apr 02, 2020 to Apr 04, 2020	Primary:
1 Bridgestone Park Fl 3 Nashville, Tennessee 37214-2454 TN-Davidson	

Type of Address to Insert:

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[ [View Addresses and Phones](#) ]

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Your current Addresses and Phones in the student information system will be displayed and be available to update.

**Step 5: Update existing information by editing it in the "Update/ Insert" section shown below.**

- A. Be sure to include the date that you want this address to become active in the "Valid From This Date: MM/DD/YYYY" field.**
- B. Leave the "Valid From This Date: MM/DD/YYYY" field empty unless this is temporary change.**
- C. Edit or enter the information you'd like to update.**
- D. Then, click the "Submit" button at the bottom.**

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## Update Addresses and Phones - Update/Insert

Please update your contact information to receive important messages about your college via the RAVE alert messaging system.

Follow these instructions to submit updates to your mailing address.  
 If you live in the US or Canada: Address Line 1, City, State/Province, and Zip/Postal Code are REQUIRED fields. All other fields are optional.  
 If you live outside the US or Canada: Address Line 1 and City are REQUIRED fields.  
 To receive RAVE alerts via phone: Select RAVE Alerts from the Phone Type dropdown and enter information requested in each field.

### Mailing

Valid From This Date:MM/DD/YYYY

Until This Date:MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

#### Primary Phone Number For This Address:

Area Code	Phone Number	Extension	OR	International Access Code and Phone Number	Unlisted
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>

Phone Type	Area Code	Phone Number	Ext.	OR	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select a Different Address to Update

[\[ View Addresses and Phones \]](#)

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**Step 6: You will be navigated back to the “Personal Information” Tab where your current Addresses and Phones will be displayed. Please review this information for accuracy to ensure the change you intended was made. Repeat these steps if any additional changes are necessary.**

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## Update Addresses and Phones - Select Address

Update an existing address by selecting the link next to the corresponding address. Insert a new address by choosing the address type from the list and selecting Submit.  
Entering overlapping dates may change the effective dates on existing address records.

Change of address information and USPS forms are available through [this link](#).

### Addresses and Phones

Mailing	Phones
Current: Apr 17, 2020 to (No end date)	Primary:
1 Bridgestone Park Fl 3 Nashville, Tennessee 37214-2454 TN-Davidson	

Type of Address to Insert:

[\[ View Addresses and Phones \]](#)

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**Step 7: Congratulations! You may now “Return to the Menu” or “Exit” using the links in the upper right-hand corner as shown below.**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)