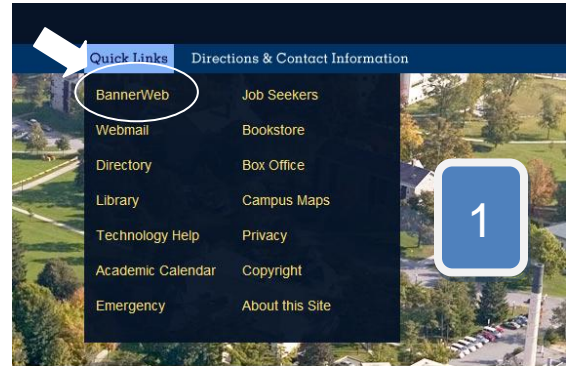


Change of Address

There is a feature in BannerWeb that will allow you to update your own address. Follow the instructions below to do so:

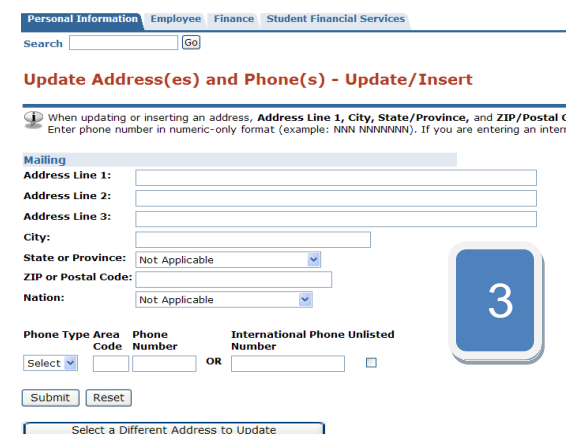
1. Open Internet Explorer and go to www.middlebury.edu.
2. Click on the Quick Links button at the bottom of the screen and select BannerWeb from the menu options.
3. Enter your user id and pin and click Login.



4. Click on Personal Information → Update Housing Address(es) and Phone(s)
5. Click the Change/Insert button.



6. Enter your updated address and/or phone details and click Submit.
7. Exit BannerWeb and close your browser.



Important Info about TIAA CREF and Address Changes

If you are enrolled in the TIAA CREF Retirement Plan, please notify them directly of this change. You can update your address by calling TIAA CREF at 800.842.2776 or by logging into your account and clicking "MY Profile" and then select the "Address, Telephone Numbers, Email address" link.