

Indiana State University  
College of Health and Human Services  
Editing MyISU Portal Information

Personal information that appears in the Online Directory includes:

- Position Title
- College/Unit
- Department
- Office Location
- Email
- Telephone
- Spouse

To edit BANNER information:

- Navigate to <https://isuportal.indstate.edu/>
- Login with University username and password
- Select
  - Employee Services tab
  - Personal Information
- Update the appropriate information
- Be sure to SAVE edited information
  - Updated information will generally not appear on the web immediately, but rather should be available the next day (BANNER updates occur overnight).