Faculty and staff, follow these steps to update your campus directory listing:

1. Visit [https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_WWWLogin](https://banweb.gwu.edu/PRODCartridge/twbkwbis.P_WWWLogin)
2. Log in using your GWID and PIN. Your GWID is an eight-digit number preceded by the “G”. Online help is available if you aren't sure of your PIN. If you follow the instructions but are still unable to log in, see the HELP screen for information about how to request a PIN reset.
3. Select the **Personal Information Menu** tab.
4. Scroll down and select **Personal Information** menu.
5. Select the **Update Address(es) and Phone(s)** link.
6. Scroll down to **Campus Office**.
7. Click the **Current** link below your campus office address. If there is no current Campus Office address listed, select Campus Office in the drop-down list for Type of Address to Insert and click **Insert**.
8. Edit your campus address and phone information, observing the following guidelines:
   - **Valid From** should contain today's date or the future date when the address will become valid.
   - **Until** should be left BLANK unless you know the date when this address will cease to be valid.
   - Department name should appear in **Address Line 1**.
   - Building name (or street address) and suite/room/floor should appear in **Address Line 2**.
   - Address Lines 1 and 2 together should contain enough information for Mail Services to deliver your campus mail.
   - If building name appears in Address Line 2, you may enter the corresponding street address in **Address Line 3**. (This line will appear in the directory but not on campus mail labels.)
   - Enter **City**, **State**, and **ZIP Code**, but do NOT select a **County** or **Nation**.
   - Enter your **Area Code**.
   - Enter your **Phone Number** with no dashes or spaces. This field holds seven digits.
9. Scroll down and click the Submit button to save your changes.

**That's it!**

You've updated your campus office address.

Your changes will be reflected in the online directory the day after you submit them.

To exit GWeb Info System, click EXIT at the upper right of your screen, then close your browser window.

**You may also update your other addresses in a similar manner!**