VCC International
ieservices@vcc.ca
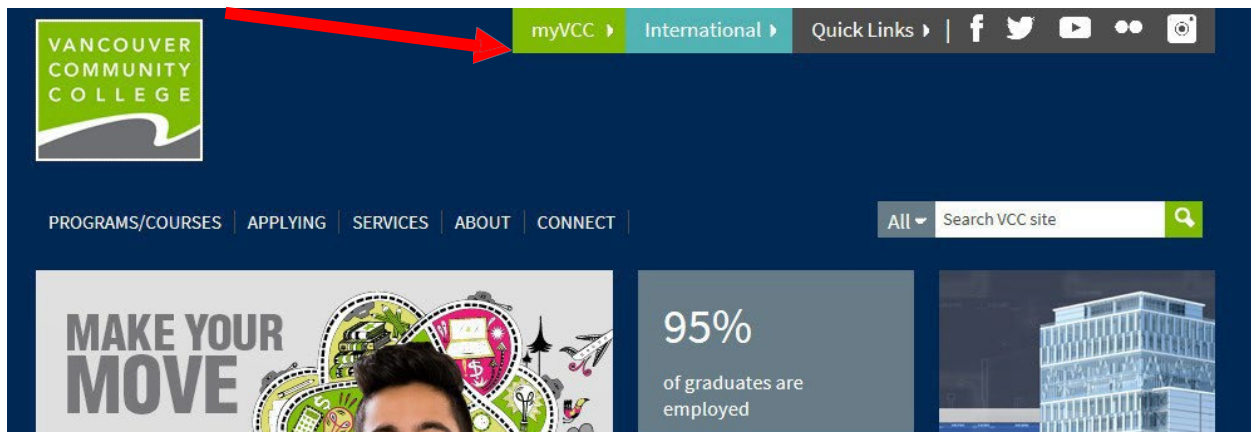vcc.ca/international
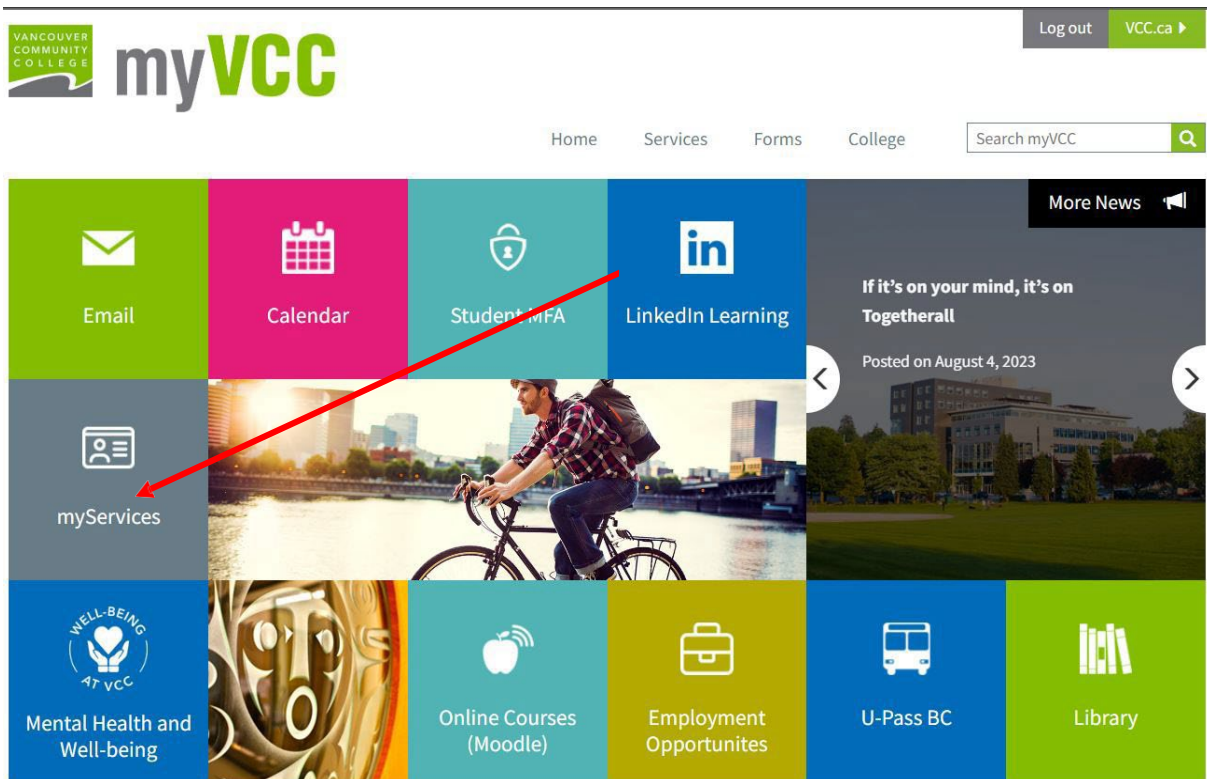
How to update your address and phone number online

1. Go to the **VCC website** www.vcc.ca
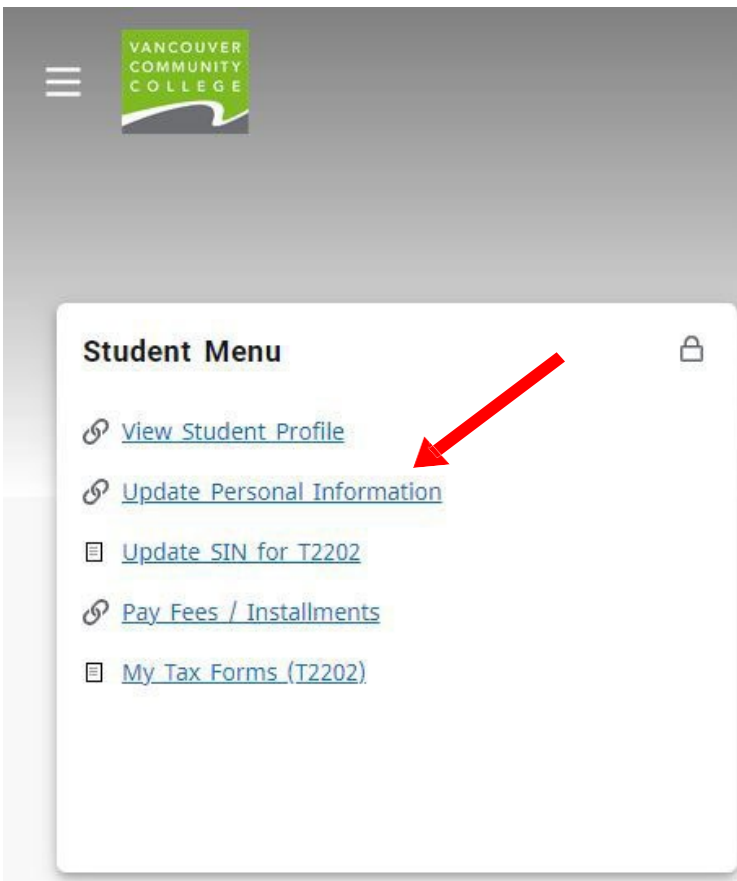
2. Go to **myVCC**

3. **Enter your student ID** (on your Letter of Offer)

4. **Enter your password.** *If it's your first time logging in, your initial password will use your birthday in this format: VCCMMDDYY# ("VCC" plus your birthday (MMDDYY) plus "#"). E.g., if your birthday is January 30, 1995, your initial temporary password will be VCC013095#.*

VCC International
ieservices@vcc.ca
vcc.ca/international
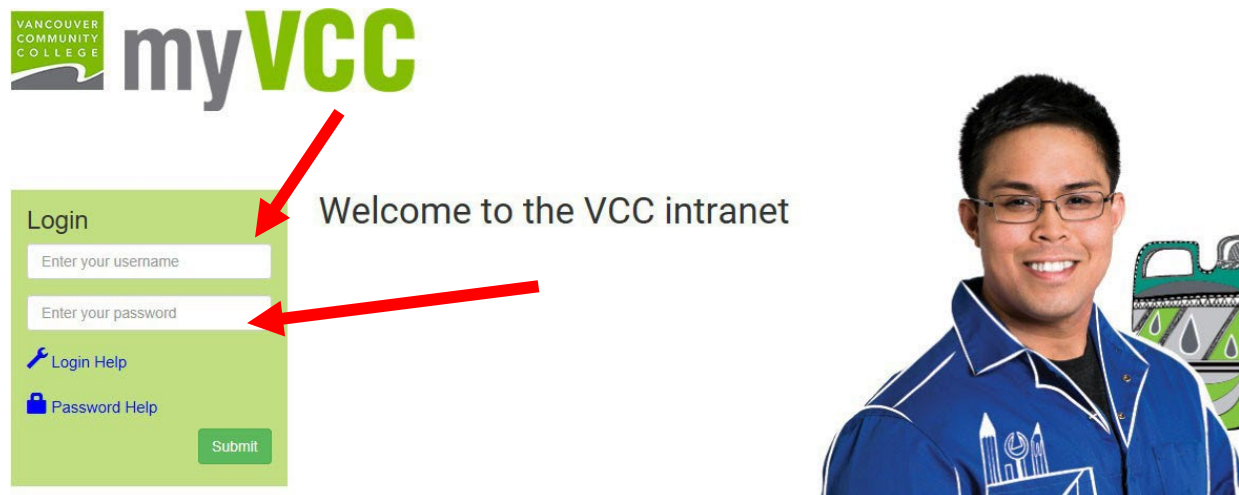
5. Click on **myServices**

6. On the **Student Menu** card, click on **Update Personal Information**

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7. If you are starting your program at VCC, you need to provide your local mailing address. Click **Add**
8. **New,** or the **edit (pencil) icon** to edit an existing address
9. Click **Add New** to update your email address or phone number

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Example: Update your address
Step 1: Click **Edit/Pencil icon** to update your address.

Step 2: Enter a **Valid Until** date. This will be the last date your old address will remain on file.
In this example, we have entered September 1, 2021 as the end date
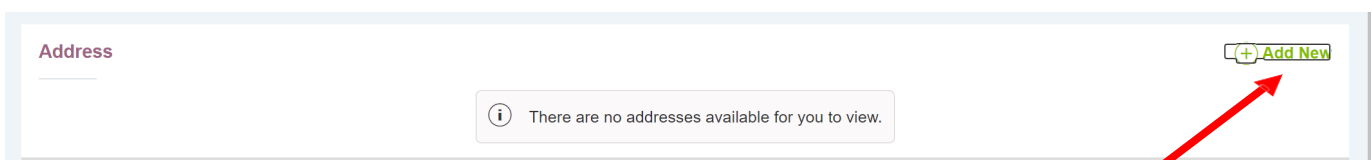Step 3: Click **Update**.

Step 4: Click **Add New**.

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vcc.ca/international

Step 5: Ensure you choose **Mailing** from the Type of Address drop down list.
Enter your local mailing address information into the fields provided and click **Add**.
Valid From date should be the day after your previous address ended - do not overlap dates.
In this example, the start date is September 17, 2021.
Leave the **Valid Until** date blank.