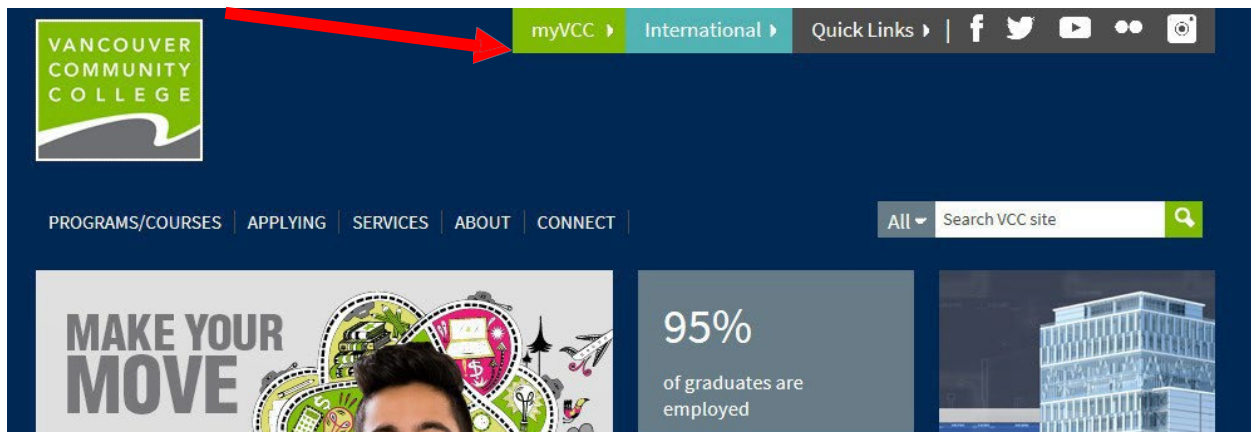
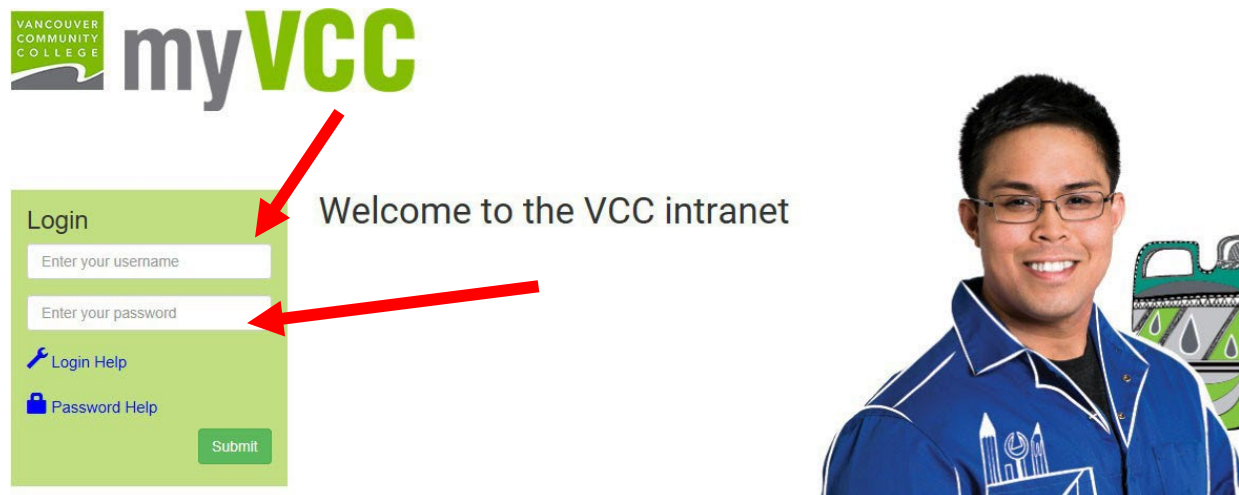


How to update your address and phone number online

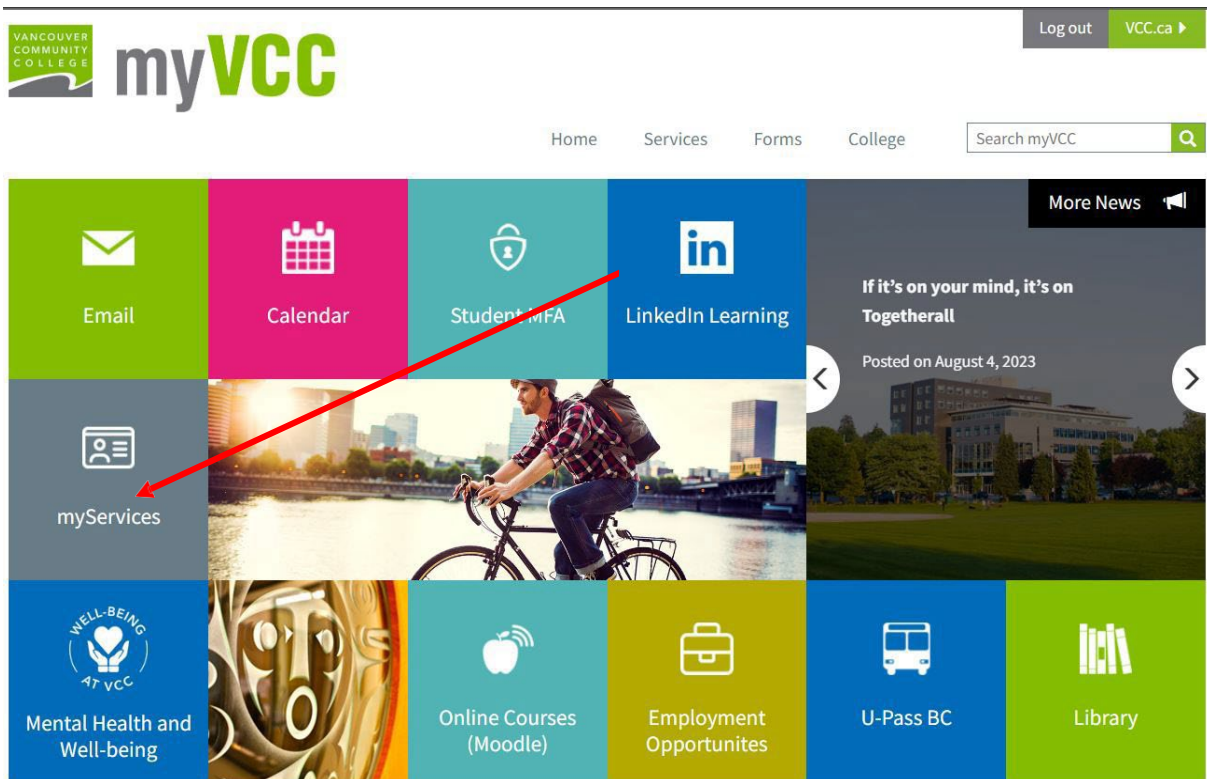
1. Go to the VCC website www.vcc.ca
2. Go to [myVCC](#)



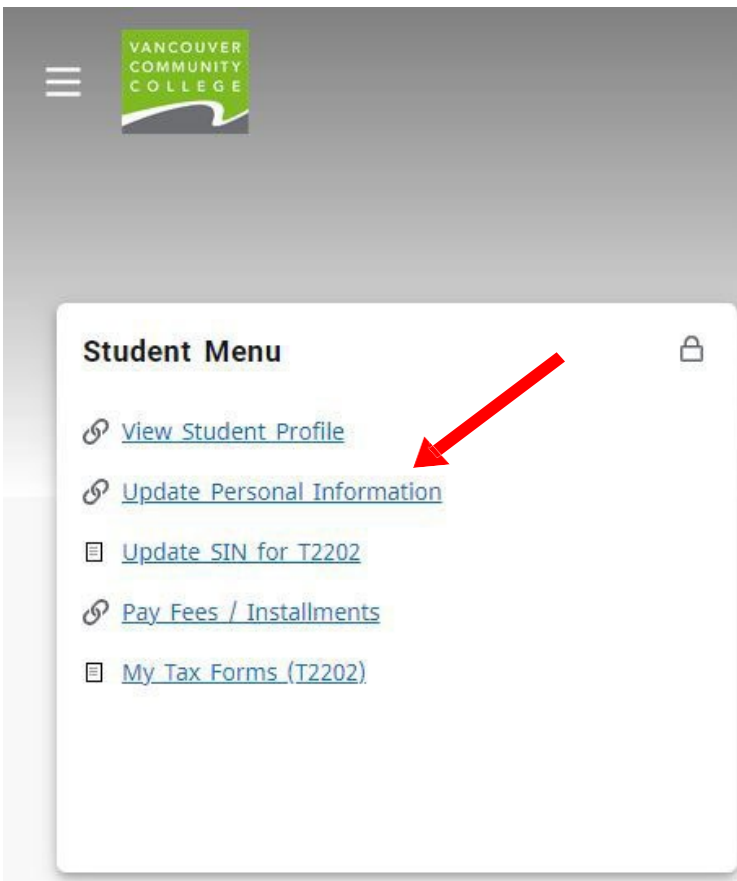
3. Enter your student ID (on your Letter of Offer)
4. Enter your password. *If it's your first time logging in, your initial password will use your birthday in this format: VCCMMDDYY# ("VCC" plus your birthday (MMDDYY) plus "#"). E.g., if your birthday is January 30, 1995, your initial temporary password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



5. Click on **myServices**



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



VANCOUVER COMMUNITY COLLEGE Testing, Studer

My Profile - Personal Information

Testing, Student Self-Service
 ID Number: 000439292
 test@gmail.com
 604 8717000

Personal Details Edit

First Name Student	Middle Name -	Last Name Testing
Date of Birth January 1, 2000	Marital Status -	Legal Sex Female
Preferred First Name Self-Service		

Email + Add New

Personal (Preferred)
test@gmail.com

Phone Number + Add New

Mailing (Primary)
604 8717000

Address + Add New

Mailing
 Current
 01/06/2020 - (No end date)
 250 west pender street
 vancouver
 British Columbia V6B 1S9

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

Email + Add New

Personal (Preferred)
test@gmail.com

Phone Number + Add New

Mailing (Primary)
604 8717000

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

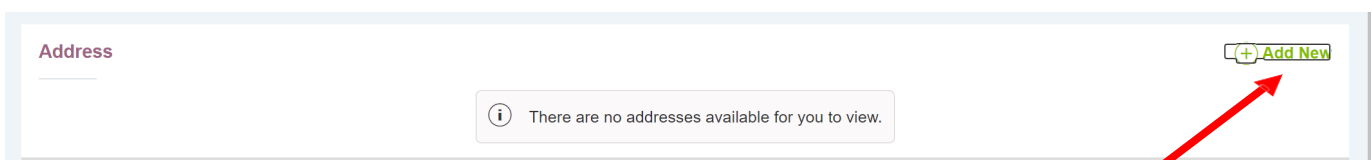
Step 3: Click **Update**.

Edit Address ✕

Type of Address <input type="text" value="Mailing"/>	Valid From <input type="text" value="01/06/2020"/>	Valid Until <input type="text" value="09/01/2021"/>
Address Line 1 <input type="text" value="250 west pender street"/>	Address Line 2 <input type="text" value="Enter Address Line 2"/>	Address Line 3 <input type="text" value="Enter Address Line 3"/>
Address Line 4 <input type="text" value="Enter Address Line 4"/>	City <input type="text" value="vancouver"/>	State/Province <input type="text" value="British Columbia"/>
County <input type="text" value="Select County"/>	Zip/Postal Code <input type="text" value="V6B 1S9"/>	Country <input type="text" value="Canada"/>

Cancel
Update

Step 4: Click **Add New**.



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.

The screenshot shows a form titled "Add Address" with a close button (X) in the top right corner. The form is organized into several sections:

- Type of Address:** A dropdown menu with "Mailing" selected and highlighted in yellow. A red arrow points to this dropdown.
- Valid From:** A date input field containing "09/17/2021" with a calendar icon. A red arrow points to this field.
- Valid Until:** A date input field with the placeholder "MM/DD/YYYY" and a calendar icon. A red arrow points to this field.
- Address Lines:** Four input fields labeled "Address Line 1" through "Address Line 4", each with the placeholder "Enter Address Line X".
- City:** An input field with the placeholder "Enter City".
- State/Province:** A dropdown menu with "Select State" selected.
- County:** A dropdown menu with "Select County" selected.
- Zip/Postal Code:** An input field with the placeholder "Enter Zip Code".
- Country:** A dropdown menu with "Select Country" selected.

At the bottom center of the form is a green "Add" button. A red arrow points to this button.