

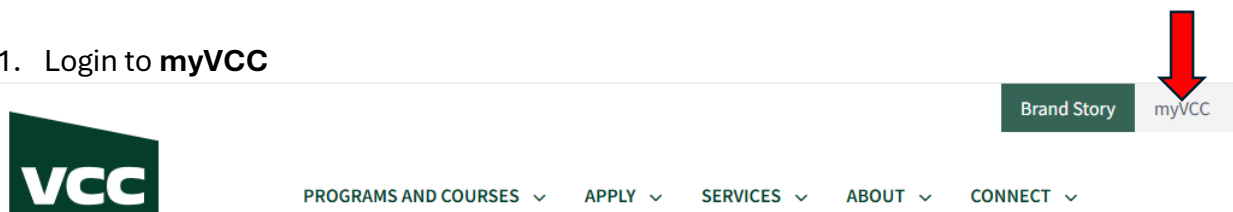


International Education
ieservices@vcc.ca
vcc.ca/international

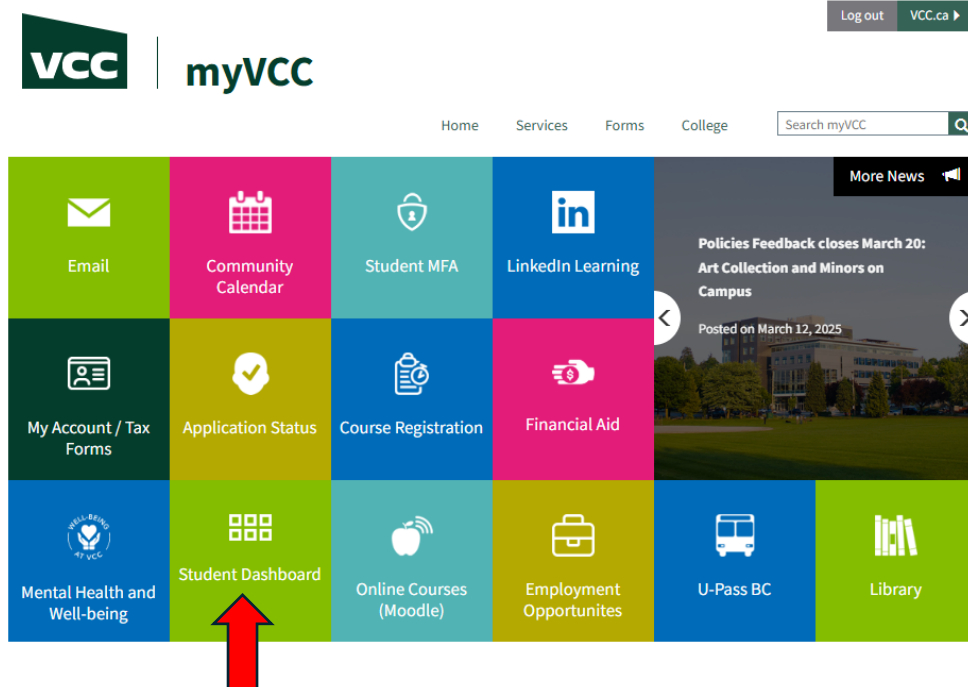
Updated April 2025

How to Update Your Contact Information

1. Login to myVCC



2. Select Student Dashboard



Broadway campus
1155 East Broadway
Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender Street
Vancouver, B.C. V6B 1S9

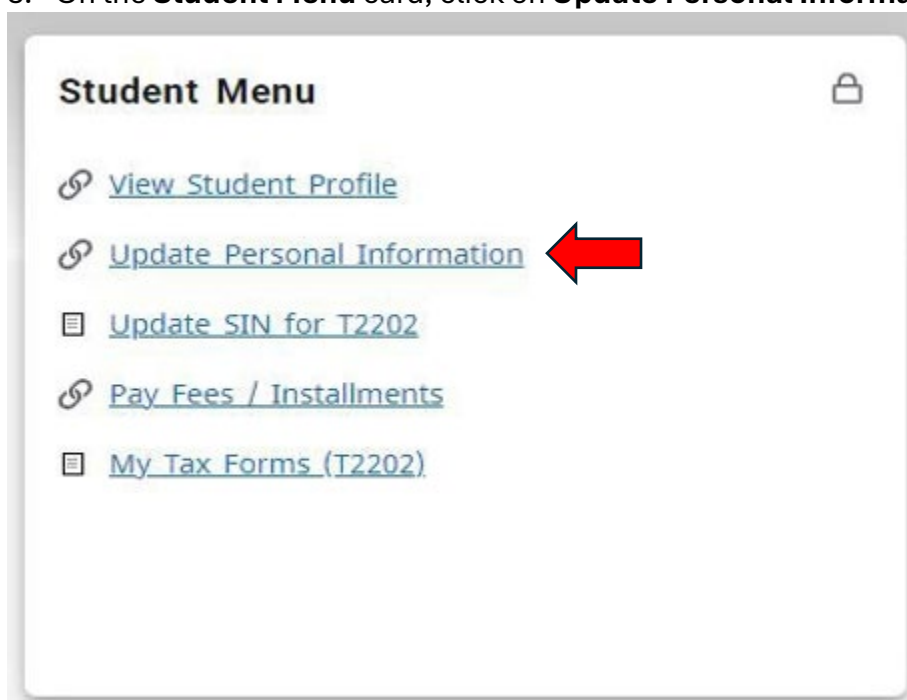
604.871.7000

vcc.ca

We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.



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







4. Please check your Personal Details, Email, Phone Number and Address, making sure they are up to date.

The screenshot shows the 'My Profile - Personal Information' page in the VCC Student Self-Service system. The page has a green header with the VCC logo and a user profile icon labeled 'Testing, Student'. The main content area is divided into sections for Personal Details, Email, Phone Number, and Address. Each section has a red box around its title and a red arrow pointing to an 'Edit' or 'Add New' button. A red callout box points to the Address section with the text: 'Please see Step 5 to 8 to properly update your address.'


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



Personal Details 


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 

Personal (Preferred)
test@gmail.com

Phone Number 

Mailing (Primary)
604 8717000
 

Address 

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

Please see Step 5 to 8 to properly update your address.



5. You should have a **Mailing Address** on file.
 - If this is still your current address, no action required.
 - If you moved to a new place, please update your new address. This new address **must be a Canadian address**.
6. To **update address**, please follow the steps below:
 - a. Click the **edit (pencil) icon** to edit an existing address.





- b. You must put an **End Date** of the current address on file – Enter **today's date** (the day you update the address) in the “**Valid Until**” box. 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.
- c. Click the **Update** button once you complete the step.

A screenshot of the "Edit Address" form. The form is titled "Edit Address" in purple text at the top left, with a close button (X) at the top right. It contains several input fields and dropdown menus. The "Valid Until" field is highlighted with a red rectangle, showing the date "09/01/2021". The "Update" button at the bottom right is also highlighted with a red rectangle. Other fields include "Type of Address" (Mailing), "Valid From" (01/06/2020), "Address Line 1" (250 west pender street), "Address Line 2" (Enter Address Line 2), "Address Line 3" (Enter Address Line 3), "Address Line 4" (Enter Address Line 4), "City" (vancouver), "State/Province" (British Columbia), "County" (Select County), "Zip/Postal Code" (V6B 1S9), and "Country" (Canada).

Edit Address		
Type of Address	Valid From	Valid Until
Mailing	01/06/2020	09/01/2021
Address Line 1	Address Line 2	Address Line 3
250 west pender street	Enter Address Line 2	Enter Address Line 3
Address Line 4	City	State/Province
Enter Address Line 4	vancouver	British Columbia
County	Zip/Postal Code	Country
Select County	V6B 1S9	Canada
Cancel		Update



7. Now you can return to the previous page and **Add New** Address.

A screenshot of the Vancouver Community College (VCC) Student Self-Service profile page. The page has a green header with the VCC logo and the text "VANCOUVER COMMUNITY COLLEGE". On the right side of the header, there are icons for settings and a user profile, with the text "Testing, Studer" next to the profile icon. Below the header, the page is titled "My Profile • Personal Information". The main content area is divided into several sections. On the left, there is a sidebar titled "Testing, Student Self-Service" which includes the ID Number: 000439292, an email address test@gmail.com, and a phone number 604 8717000. The main content area has a "Personal Details" section with fields for First Name (Student), Middle Name (-), Last Name (Testing), Date of Birth (January 1, 2000), Marital Status (-), and Legal Sex (Female). There is an "Edit" button next to this section. Below this is an "Email" section with a "Personal (Preferred)" email address test@gmail.com and an "Add New" button. Next is a "Phone Number" section with a "Mailing (Primary)" number 604 8717000 and an "Add New" button. The bottom section is "Address", which shows a "Mailing" address: Current, 01/06/2020 - (No end date), 250 west pender street, vancouver, British Columbia V6B 1S9. There are edit and delete icons for this address. A red arrow points to the "Add New" button in the Address section.



8. In the **“Type of Addresses”** drop down list, make sure you choose **Mailing**.
 - a. Enter your current mailing address into the fields provided.
 - b. **“Valid From”** date should be the day after your previous address ended - do not overlap dates. If you enter today’s date to end your old address, then enter tomorrow's date in the **“Valid From”** field to active your new address. Leave the **“Valid Until”** date **blank**.
In this example, the start date is September 17, 2021.
 - c. Click **“Add”** button.

A screenshot of a web form titled "Add Address" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus. Red rectangular boxes highlight four specific elements: the "Mailing" option in the "Type of Address" dropdown, the "Valid From" date field containing "09/17/2021", the "Valid Until" date field which is empty, and the "Add" button at the bottom center. The form fields are organized as follows: "Type of Address" (dropdown with "Mailing" selected), "Valid From" (date field with "09/17/2021"), "Valid Until" (date field with placeholder "MM/DD/YYYY"), "Address Line 1" through "Address Line 4" (text input fields), "City" (text input field), "State/Province" (dropdown menu), "County" (dropdown menu), "Zip/Postal Code" (text input field), and "Country" (dropdown menu). The "Add" button is a green button with the text "Add" in black.