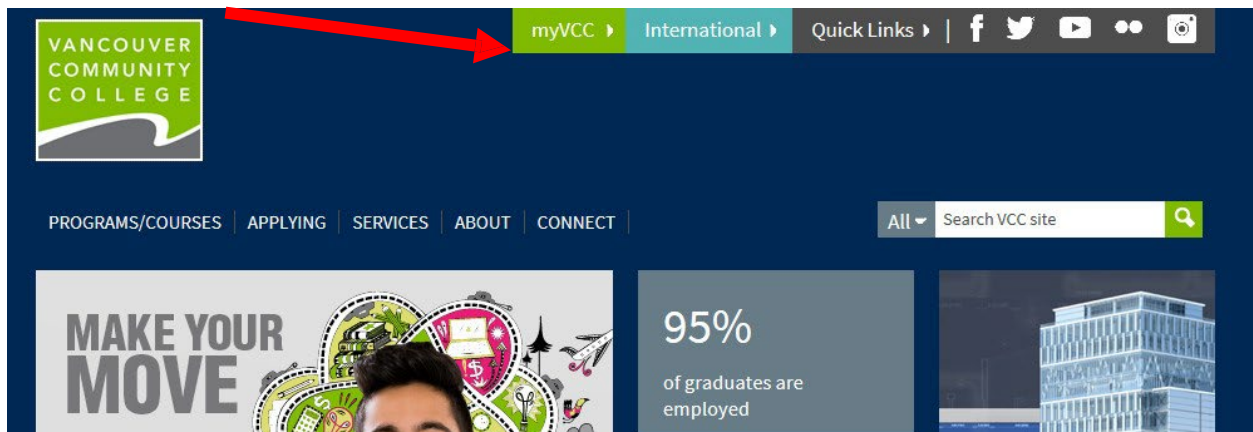


# How to update your address and phone number online

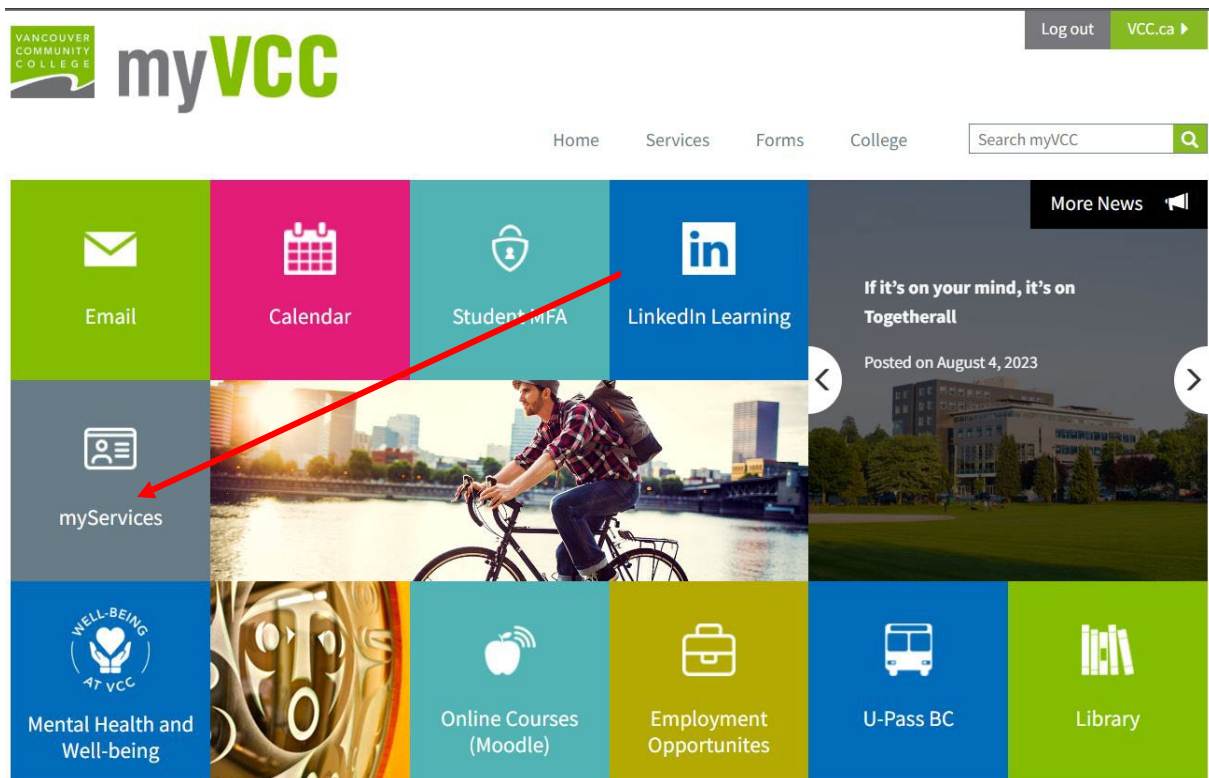
1. Go to the **VCC website** [www.vcc.ca](http://www.vcc.ca)
2. Go to [myVCC](#)



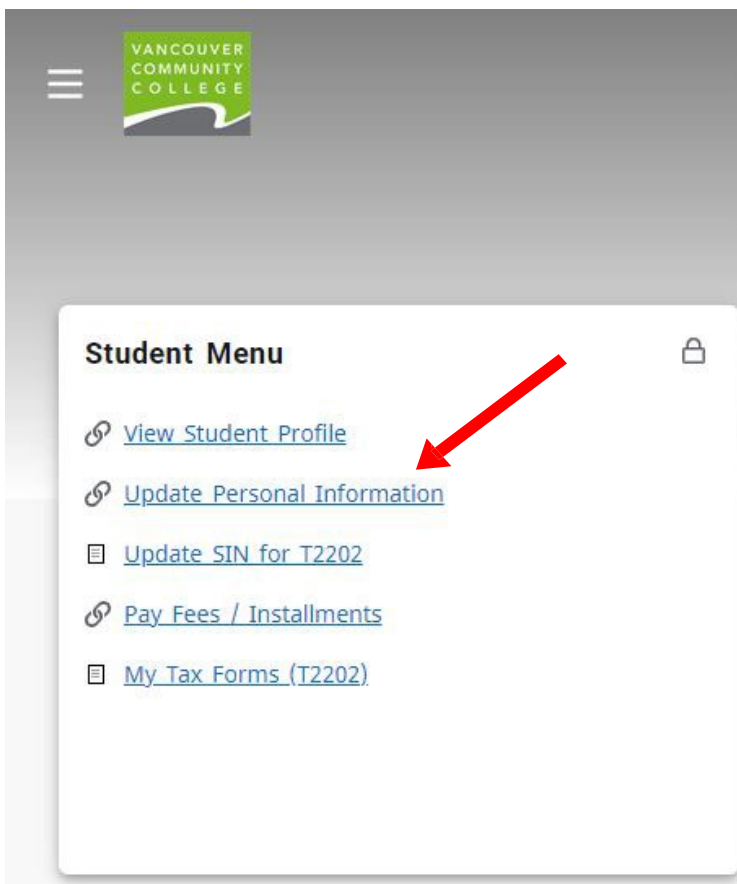
3. **Enter your student ID** (on your Letter of Offer)
4. **Enter your password.** *If it's your first time logging in, your initial password will use your birthday in this format: VCCMMDDYY# ("VCC" plus your birthday (MMDDYY) plus "#"). E.g., if your birthday is January 30, 1995, your initial temporary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



5. Click on **myServices**



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



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

**VANCOUVER COMMUNITY COLLEGE** Testing, Student

My Profile - Personal Information

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

**Personal Details** [Edit](#)

<b>First Name</b> Student	<b>Middle Name</b> -	<b>Last Name</b> Testing
<b>Date of Birth</b> January 1, 2000	<b>Marital Status</b> -	<b>Legal Sex</b> Female
<b>Preferred First Name</b> 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

8. 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

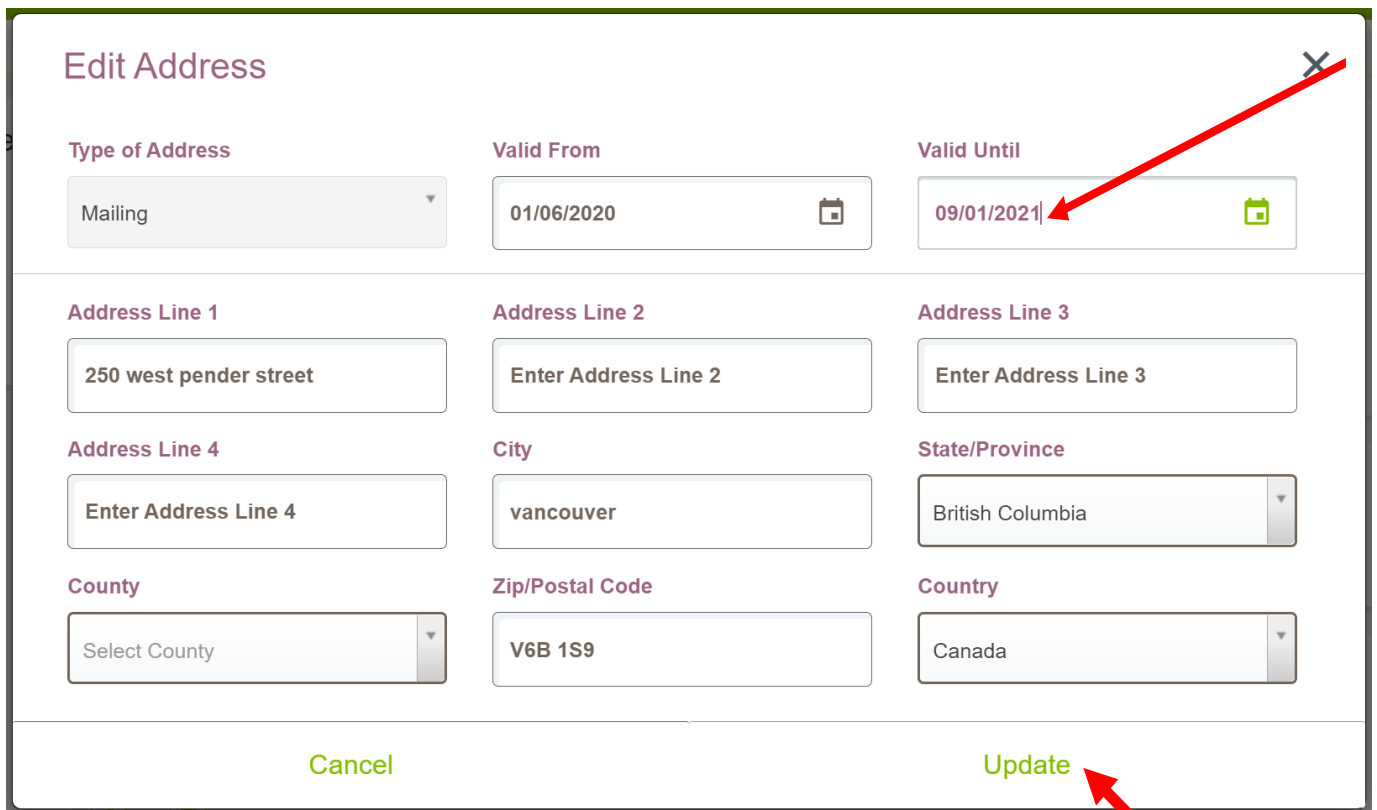
**Step 1:** Click **Edit/Pencil icon** to update your address.



The screenshot shows a list of addresses under the heading "Address". The first entry is a "Mailing" address, labeled "Current", with a valid date range of "01/06/2020 - (No end date)". The address details are "250 west pender street", "vancouver", and "British Columbia V6B 1S9". Below the address details are two icons: a pencil icon (highlighted by a red arrow) and a trash can icon. In the top right corner, there is a green "+ Add New" button.

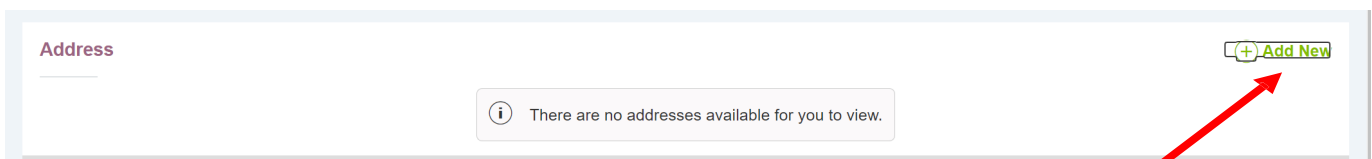
**Step 2:** Enter a **Valid Until** date. This will be the last date your old address will remain on file.  
*In this example, we have entered September 1, 2021 as the end date*

**Step 3:** Click **Update**.



The screenshot shows the "Edit Address" form. It has a title bar with a close button (X). The form is divided into several sections: "Type of Address" (a dropdown menu set to "Mailing"), "Valid From" (a date field set to "01/06/2020"), and "Valid Until" (a date field set to "09/01/2021", highlighted by a red arrow). Below these are six input fields for address details: "Address Line 1" (set to "250 west pender street"), "Address Line 2" (placeholder "Enter Address Line 2"), "Address Line 3" (placeholder "Enter Address Line 3"), "Address Line 4" (placeholder "Enter Address Line 4"), "City" (set to "vancouver"), "State/Province" (a dropdown menu set to "British Columbia"), "County" (a dropdown menu set to "Select County"), "Zip/Postal Code" (set to "V6B 1S9"), and "Country" (a dropdown menu set to "Canada"). At the bottom of the form are two buttons: "Cancel" and "Update" (highlighted by a red arrow).

**Step 4:** Click **Add New**.



The screenshot shows the "Address" list again. It now displays a message: "There are no addresses available for you to view." In the top right corner, the green "+ Add New" button is highlighted by a red arrow.

**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. A red arrow points to this dropdown.
- Valid From:** A date field containing "09/17/2021". A red arrow points to this field.
- Valid Until:** A date field with the placeholder "MM/DD/YYYY". A red arrow points to this field.
- Address Lines:** Four text input fields labeled "Address Line 1", "Address Line 2", "Address Line 3", and "Address Line 4", each with a placeholder "Enter Address Line X".
- City:** A text input field with a placeholder "Enter City".
- State/Province:** A dropdown menu with "Select State".
- County:** A dropdown menu with "Select County".
- Zip/Postal Code:** A text input field with a placeholder "Enter Zip Code".
- Country:** A dropdown menu with "Select Country".

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