Self Service

Confirm Your Address, Email Address, Phone Number, and Emergency Contact Information

Every term before registration you will be required to confirm (or change if necessary) your address, email address, and phone number and your emergency contact information. It's a very simple process that will only take a few minutes. The process is below.

- 1. Log into Self Service;
- 2. Click on the User Options button at the bottom of the panel on the far left (it looks like a little person inside a circle; if you hover over it, it says User Options);

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	🕛 Bu	us. Pre-Registration Override	Your business office hold has been temporarily overridden. You are permitted to register for classes.								
(<u>)</u> \$	🛆 Lil	brary Hold	You currently have a Library Hold on your account. You will not receive your diploma until this hold is cleared. Please contact the Library at 618-537-6950.								
•	i Ho	onors Registration Early Time	Because you are in the Honors Program, you will be permitted to register at 5:30 am on the day of your registration (please see registration notice for your day). All other students will begin registration at 6 am.								
	i ju	nior Registration Date	Based on the number of credit hours you have currently earned (between 60 and 89.9), you are considered a junior student and may register beginning on Tuesday, March 31, 2020 at 6:00 am.								
Ť	3	Student Finance Here you can view your latest statem	ent and make a payment online.	tc.							
	İ	Employee Here you can view your tax form con information. timecards and leave bal	sents, earnings statements, banking ances. Student Planning Here you can search for courses, plan your term course sections.	ns, and schedule & regis	ter your	•					

3. Select User Profile;



4. The addresses, email addresses, and phone numbers we have in our student information system for you will be displayed. If they are correct, just click on the Confirm buttons on the right. *You will need to click on all three Confirm buttons.* If they are all correct, that's all you need to do.

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5. If they are not correct and you wish to make a change, click on the Add New button;

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6. Enter your new address and click on Add Address;

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	Please verify your information is correct. If you need to ch If you need to update your diploma address, please go to Addresses Last Confirmed On: 3/2/2020 Click to confirm that the address(es) below is + Add New Address	Enter Address Details Outside US/Canada Address Line 1 * Ocean View Drive Address Line 2 Address Line 2		×		Confirm	
•	Address Email Addresses Last Confirmed On: 3/2/2020	City * City by the Sea State/Province * California ZIP/Postal Code *			referred ✓	Confirm	
	Click to confirm that the email(s) below is acc + Add New Email	Cancel	Add Add	ress			

7. Both your old home address and your new address will appear; the new one will have a type of WEB Obtained. Records Office personnel will confirm the new address in our student information system and then your Home address will be updated.

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8. You can also change your personal email address and your phone numbers on this page.

To change your emergency contact information:

1. Click on User Options and then Emergency Information;



- 2. The emergency contact information we have in our student information system will appear; if everything is correct, click the confirm button.
- 3. To add a new contact, click the Add New Contact button;
- 4. To change information about your contact, click on the pencil icon;
- 5. To delete an emergency contact, click on the X.

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