Self-Service: User Profile Guide
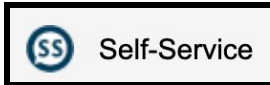
It's very important that you keep the information in your User Profile current. If it's not, please update it by following the steps below. You may not update your "preferred" home address or e-mail. You must contact the Registrar to update your preferred home address.
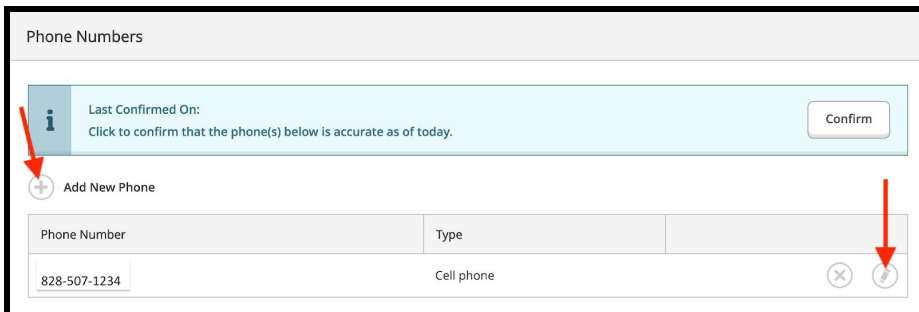
1. Go to MySCC at https://my.southwesterncc.edu, log in, and click the Self-Service link.

2. After you successfully log into the Colleague Self-Service, click on your name in the top-right corner.
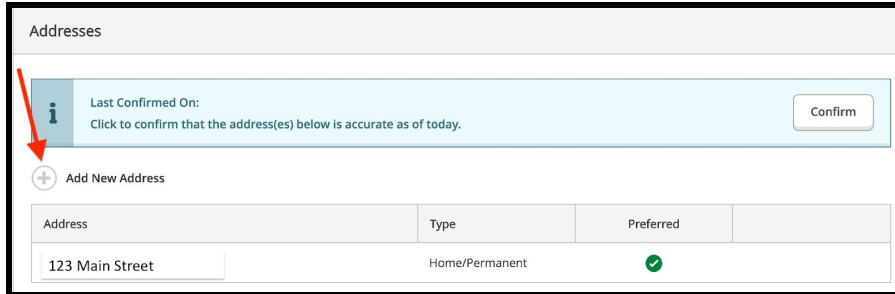3. Click on the *User Profile* link.
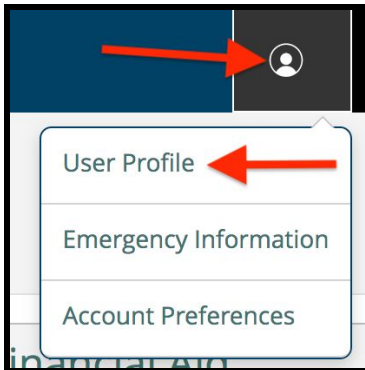
4. Make sure you have at least one phone number entered as a **Cell Phone** number. ***This number is how you will get alerts.*** To add a new **Phone Number**, click on *Add New Phone*. To update an existing number, click the *Edit* button for a specific number listed.

5. To update your **Mailing/Physical Address(es)**, just click on the *Add New Address* button to update your email address. Once you enter the new address, click *Add Address*.

6. To update your secondary **Email Address**, just click on the edit button for your secondary email to update this email address. Type your new email address and click *Update Email*.

Enter Email Details ✕

Email Address *

username@gmail.com

Type

Secondary (Info Only) ⇕

Cancel | Update Email

7. To update your **Mailing/Physical Address(es)**, just click on the *Add New Address* button to update your email address. Once you enter the new address, click *Add Address*.
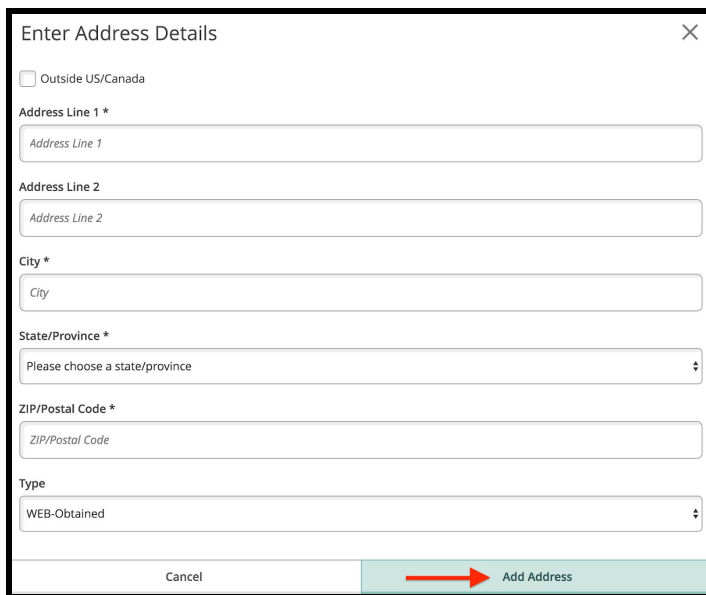
Addresses

ⓘ Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today. | Confirm

⊕ Add New Address

Address	Type	Preferred	
123 Main Street	Home/Permanent	✅	

Enter Address Details ✕

☐ Outside US/Canada

Address Line 1 *

Address Line 1

Address Line 2

Address Line 2

City *

City

State/Province *
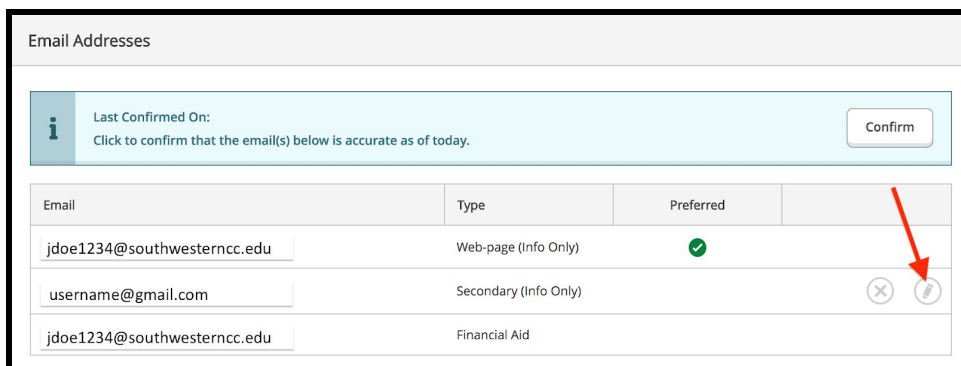
Please choose a state/province ⇕

ZIP/Postal Code *

ZIP/Postal Code

Type

WEB-Obtained ⇕

Cancel | Add Address

8. To add a new **Phone Number**, click on *Add New Phone*. To update an existing number, click the *Edit* button for a specific number listed.

Phone Numbers

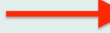| i | Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. | Confirm |

⊕ Add New Phone

Phone Number	Type	
828-507-1234	Cell phone	⊗ ✎

Enter Phone Details ✕

Phone Number *

Phone Number

Extension

Extension

Type

Home ⬍

Cancel — Add Phone