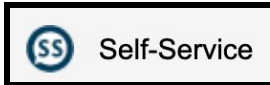


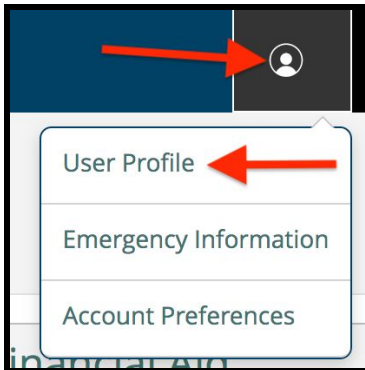
## Self-Service: User Profile Guide

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.

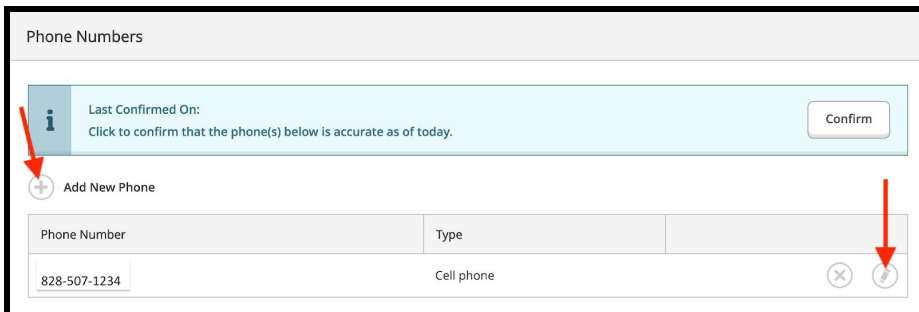
1. Go to MySCC at <https://my.southwesterncc.edu>, log in, and click the Self-Service link.



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.

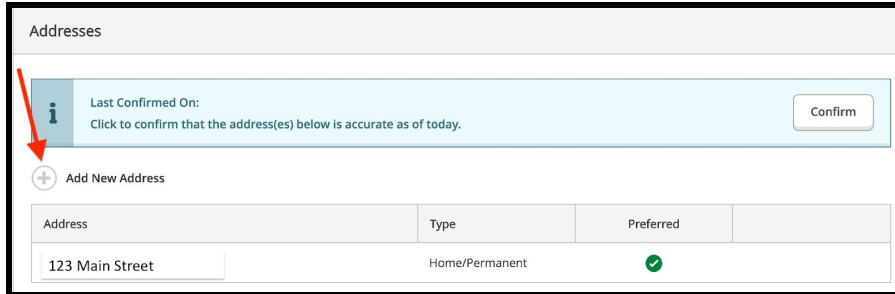


4. Make sure you have at least one phone number entered as a **Cell Phone** number. ***This number is how you will get alerts.*** To add a new **Phone Number**, click on *Add New Phone*. To update an existing number, click the *Edit* button for a specific number listed.

A screenshot of the 'Enter Phone Details' form. The form has a title bar with a close button (an 'x' in a circle). Below the title bar are three input fields: 'Phone Number \*', 'Extension', and 'Type'. The 'Phone Number \*' field has a placeholder text 'Phone Number'. The 'Extension' field has a placeholder text 'Extension'. The 'Type' field is a dropdown menu with 'Home' selected. At the bottom of the form are two buttons: 'Cancel' and 'Add Phone'. A red arrow points to the 'Add Phone' button.

## Self-Service: User Profile Guide

- 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*.

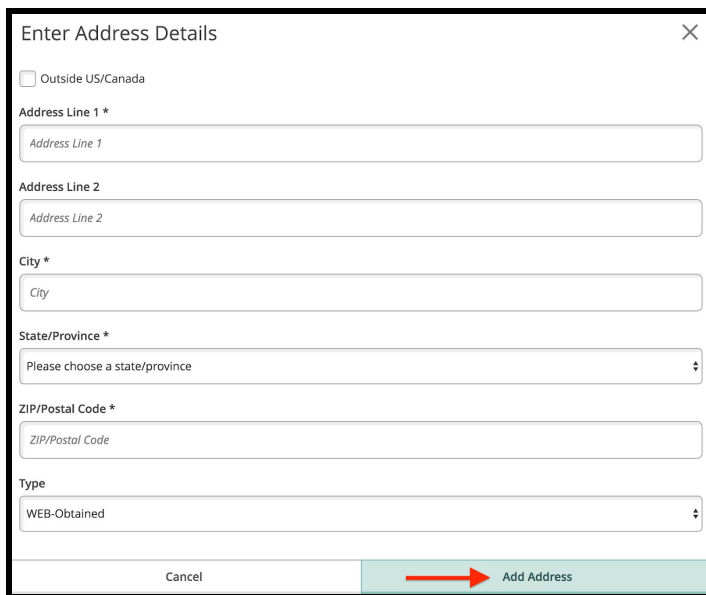


Addresses

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 2

City \*

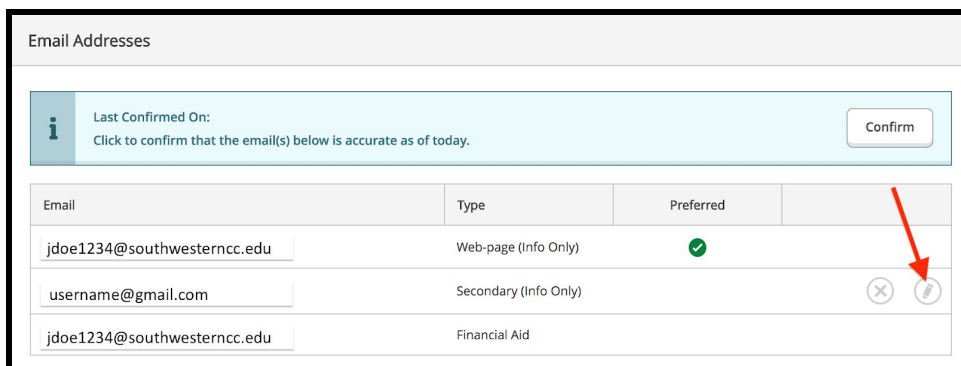
State/Province \*

ZIP/Postal Code \*

Type

Cancel → Add Address

- 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*.



Email Addresses

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

Email	Type	Preferred	
<input type="text" value="jdoe1234@southwesterncc.edu"/>	Web-page (Info Only)	✓	
<input type="text" value="username@gmail.com"/>	Secondary (Info Only)		<span>✕</span> <span>✎</span>
<input type="text" value="jdoe1234@southwesterncc.edu"/>	Financial Aid		

## Self-Service: User Profile Guide

Enter Email Details

Email Address \*

username@gmail.com

Type

Secondary (Info Only)

Cancel Update Email

- 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 2

City \*

State/Province \*

ZIP/Postal Code \*

Type

WEB-Obtained

Cancel Add Address


## Self-Service: User Profile Guide

- 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

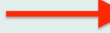
Phone Number	Type	
828-507-1234	Cell phone	<span>✕</span> <span></span>

Enter Phone Details ✕

Phone Number \*

Extension

Type

Cancel  Add Phone