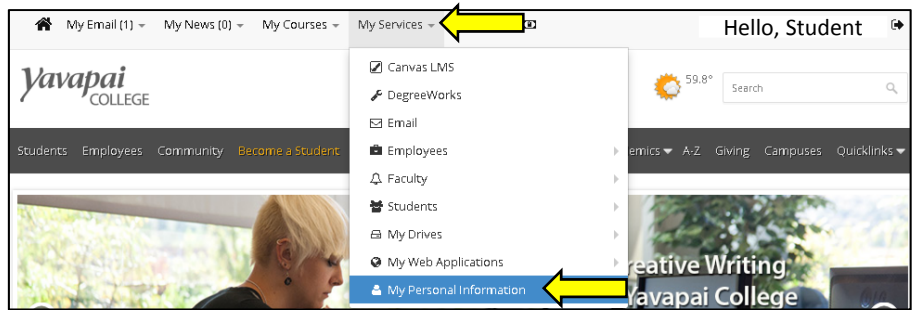


How to Update Contact Information

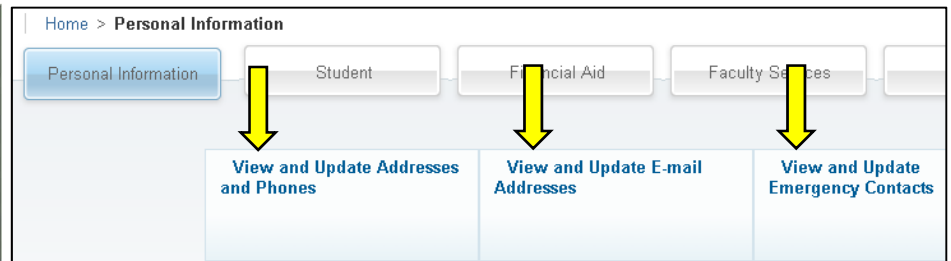
Step 1

Login to your YC student portal.
Click on **"My Services"** and select **"My Personal Information"**



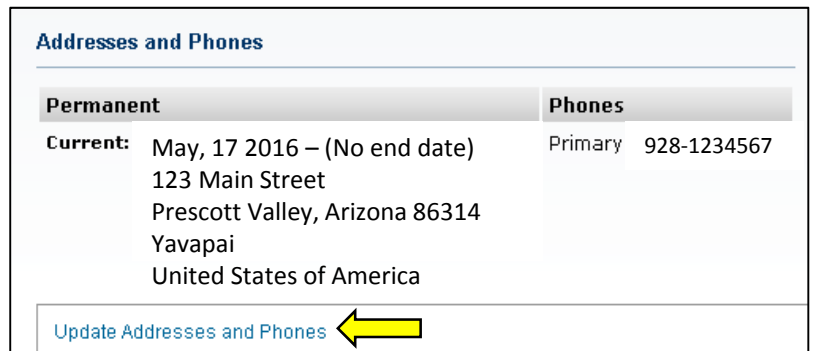
Step 2

View your address, phone number, email, and emergency contacts by clicking on the corresponding options.



Step 3

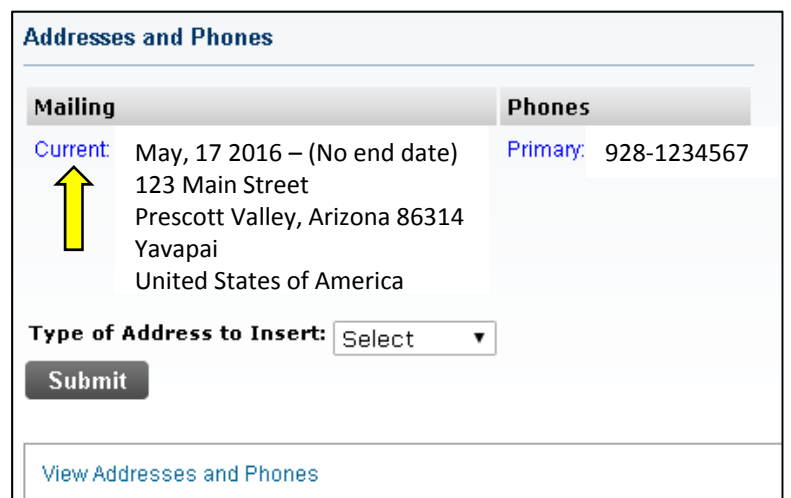
To update your address and phone number, click the **"Update Addresses and Phones"** link.



Step 4

Click on the **"Current"** link to update your address and phone number if the information is no longer valid.

Only select **"Type of Address to Insert"** if you have a second address that is also valid for your student file. *An example of this would be if your mailing address on file is correct, but you also want to include your permanent address.*



Step 5

Begin editing your contact information in the appropriate fields.

- The **“Valid from”** date will be today’s date or the date you wish to start using this address on file.
- The **“Until this Date”** needs to be left blank unless you have a set date when this will no longer be your residence.

Under **“Primary Phone Number for this Address”** list the phone number you can be best reached at, starting with the area code in the first box, and the rest of the phone number in the second box as seen below. Only put in an **“extension”** if you have an extension.

If you have additional phone numbers you can be reached at, input that information under **“Phone Type”**

Click **“Submit”** once you are finished updating.

The screenshot shows a form titled "Mailing" with the following fields and annotations:

- Valid From This Date:** MM/DD/YYYY, value: 05/17/2016 (yellow arrow pointing to the date).
- Until This Date:** MM/DD/YYYY (yellow arrow pointing to the empty field).
- Address Line 1:** 123 Main Street (blue highlight).
- City:** Prescott Valley
- State or Province:** Arizona (dropdown menu).
- ZIP or Postal Code:** 86314
- County:** Yavapai (dropdown menu).
- Nation:** United States of America (dropdown menu).
- Delete this Address:** (green arrow pointing to the checkbox).
- Primary Phone Number For This Address:** (yellow arrow pointing to the label).
- Area Code:** 928 (yellow arrow pointing to the field).
- Phone Number:** 1234567 (yellow arrow pointing to the field).
- Extension:** (empty field).
- International Access Code and Phone Number:** (empty field).
- Unlisted:** (green arrow pointing to the checkbox).
- Phone Type:** Select (yellow arrow pointing to the dropdown menu).
- Unlisted Delete:** (green arrow pointing to the checkbox).
- Submit** and **Reset** buttons (Submit button is circled in red).
- Select a Different Address to Update** button.

To Delete an Address or Phone #

If your address listed is no longer valid, click the checkbox next to **“Delete this address”** as seen by the thin green arrow to the left.

If a phone number that is listed under **“Phone Type”** is no longer valid, click the corresponding checkbox underneath **“Delete”** as seen by the thin green arrow to the left.

Click **“Submit”** once you are finished.

Step 6

After submitting your edits as seen above, it will take you back to the screen to the right. You may click on **“View Addresses and Phones”** to view your edits and see all the addresses and phone numbers you have on file.

If everything looks correct, you are finished.

The screenshot shows the "Addresses and Phones" summary screen with the following information:

Mailing	Phones
Current: May, 17 2016 – (No end date) 123 Main Street Prescott Valley, Arizona 86314 Yavapai United States of America	Primary: 928-1234567

Type of Address to Insert: Select (dropdown menu)

Submit button

[View Addresses and Phones](#) (yellow arrow pointing to the link)