

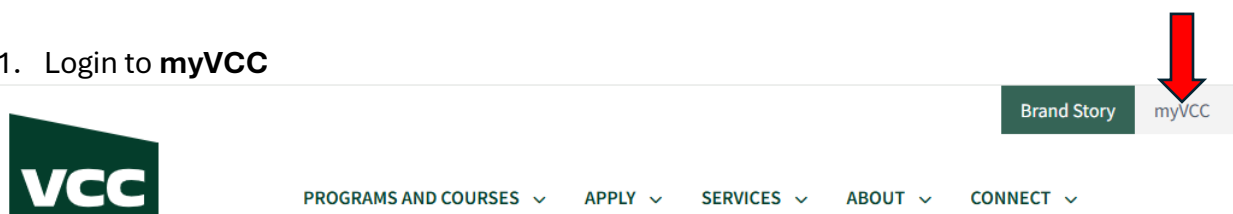


International Education
ieservices@vcc.ca
vcc.ca/international

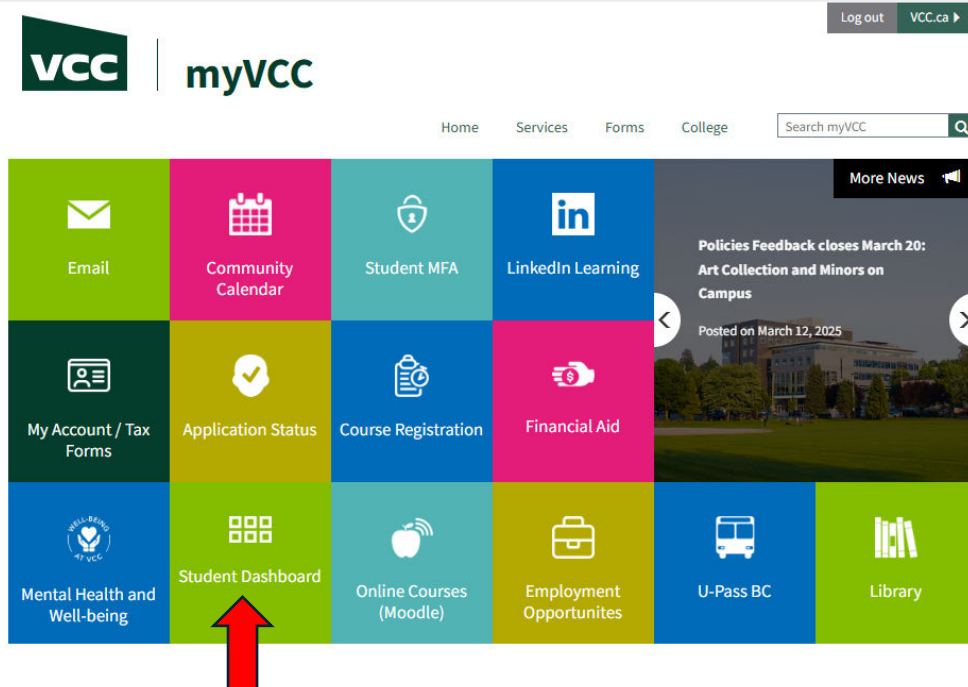
Updated April 2025

How to Update Your Contact Information

1. Login to myVCC



2. Select Student Dashboard



Broadway campus
1155 East Broadway
Vancouver, B.C. V5T 4V5

Downtown campus
250 West Pender Street
Vancouver, B.C. V6B 1S9

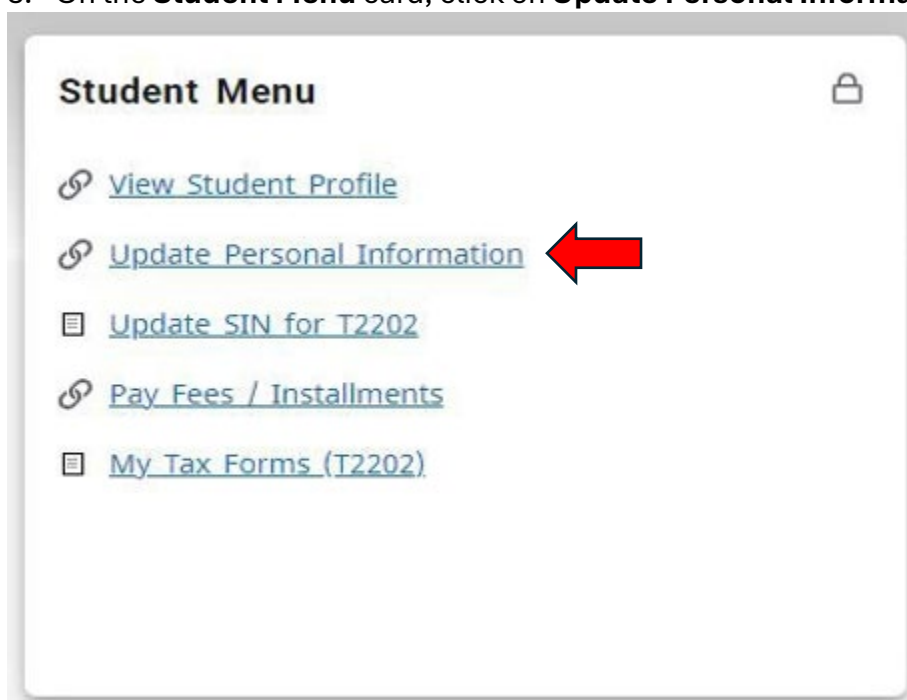
604.871.7000

vcc.ca

We acknowledge that Vancouver Community College (VCC) is located on the traditional and unceded territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətał (Tsleil-Waututh) peoples who have been stewards of this land from time immemorial.



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





4. Please check your Personal Details, Email, Phone Number and Address, making sure they are up to date.

The screenshot shows the 'My Profile - Personal Information' page in the VCC Student Self-Service system. The page is divided into several sections, each with a red box highlighting a specific area and a red arrow pointing to an 'Edit' or 'Add New' button.

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

Personal Details (Red box) → **Edit** (Green button)

Field	Value
First Name	Student
Middle Name	-
Last Name	Testing
Date of Birth	January 1, 2000
Marital Status	-
Legal Sex	Female
Preferred First Name	Self-Service

Email (Red box) → **+ Add New** (Green button)

Personal (Preferred)
test@gmail.com

Phone Number (Red box) → **+ Add New** (Green button)

Mailing (Primary)
604 8717000

Address (Red box) → **+ Add New** (Green button)

Mailing
Current
01/06/2020 - (No end date)
250 west pender street
vancouver
British Columbia V6B 1S9

Please see Step 5 to 8 to properly update your address. (Red box)



5. You should have a **Mailing Address** on file.
 - If this is still your current address, no action required.
 - If you moved to a new place, please update your new address. This new address **must be a Canadian address**.
6. To **update address**, please follow the steps below:
 - a. Click the **edit (pencil) icon** to edit an existing address.





- b. You must put an **End Date** of the current address on file – Enter **today's date** (the day you update the address) in the “**Valid Until**” box. 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.
- c. Click the **Update** button once you complete the step.

A screenshot of a web form titled "Edit Address" with a close button (X) in the top right corner. The form is organized into several sections. The top section contains three fields: "Type of Address" (a dropdown menu with "Mailing" selected), "Valid From" (a date field with "01/06/2020" and a calendar icon), and "Valid Until" (a date field with "09/01/2021" and a calendar icon; this field is highlighted with a red rectangular box). Below this is a section for address lines with four input fields: "Address Line 1" (containing "250 west pender street"), "Address Line 2" (placeholder "Enter Address Line 2"), "Address Line 3" (placeholder "Enter Address Line 3"), and "Address Line 4" (placeholder "Enter Address Line 4"). The bottom section contains three more fields: "County" (a dropdown menu with "Select County"), "Zip/Postal Code" (containing "V6B 1S9"), and "Country" (a dropdown menu with "Canada" selected). At the bottom of the form are two buttons: "Cancel" on the left and "Update" on the right (the "Update" button is highlighted with a red rectangular box).



7. Now you can return to the previous page and **Add New** Address.

A screenshot of the VCC Student Self-Service web application. The page has a green header with the VCC logo and navigation icons. The main content area is titled "My Profile • Personal Information". On the left is a sidebar for "Testing, Student Self-Service" showing the user's ID number, email, and phone number. The main section contains several form cards: "Personal Details" (with fields for First Name, Middle Name, Last Name, Date of Birth, Marital Status, and Legal Sex), "Email" (with a list of email addresses), "Phone Number" (with a list of phone numbers), and "Address" (with a list of addresses). Each card has an "Add New" button. A red arrow points to the "Add New" button in the "Address" section.

VANCOUVER COMMUNITY COLLEGE Testing, Student

My Profile • Personal Information

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

Personal Details Edit

First Name Student	Middle Name -	Last Name Testing
Date of Birth January 1, 2000	Marital Status -	Legal Sex Female
Preferred First Name 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. In the **“Type of Addresses”** drop down list, make sure you choose **Mailing**.
 - a. Enter your current mailing address into the fields provided.
 - b. **“Valid From”** date should be the day after your previous address ended - do not overlap dates. If you enter today’s date to end your old address, then enter tomorrow's date in the **“Valid From”** field to active your new address. Leave the **“Valid Until”** date **blank**.
In this example, the start date is September 17, 2021.
 - c. Click **“Add”** button.

A screenshot of the "Add Address" form. The form has a title "Add Address" and a close button (X) in the top right corner. The "Type of Address" dropdown menu is open, showing "Mailing" as the selected option. The "Valid From" date field contains "09/17/2021" and the "Valid Until" date field is empty. Below these are fields for "Address Line 1", "Address Line 2", "Address Line 3", "Address Line 4", "City", "State/Province", "County", "Zip/Postal Code", and "Country". At the bottom center is a green "Add" button. Red boxes highlight the "Mailing" option, the "Valid From" field, the "Valid Until" field, and the "Add" button.