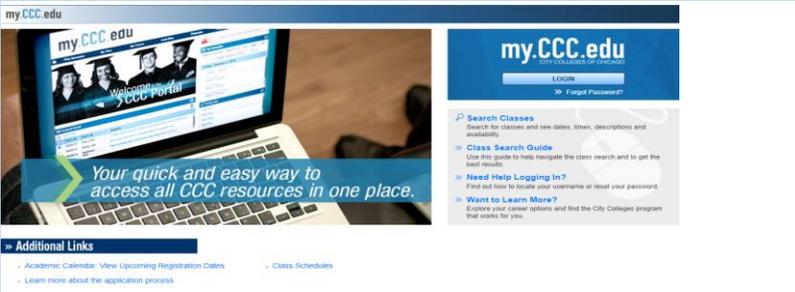
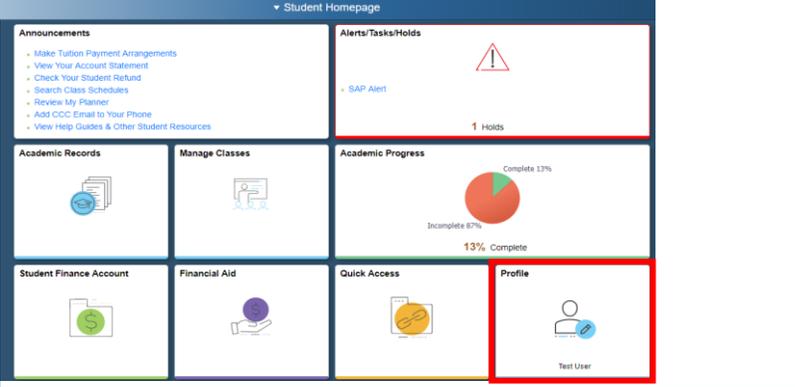


Student guide to updating mailing address through the Student Portal

This help guide provides step-by-step instructions on how to update a mailing address through the student portal.

Mailing address can be updated in the student portal. This allows mail sent from CCC to go to any address of the students choosing and does not need to go to the home address if a different address is preferred.

Home Address is updated in the Registrar's Office only, with the appropriate [documentation](#). It is the student's responsibility to follow [policy](#) regarding address updates.

<p>1 Login to my.ccc.edu using your preferred browser.</p>							
<p>2 Click on the 'Profile' tile.</p>							
<p>3 Click on the 'Addresses' tab.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>Test Student</td> <td>Primary</td> </tr> <tr> <td>Test Student</td> <td>Preferred</td> </tr> </tbody> </table>	Name	Type	Test Student	Primary	Test Student	Preferred
Name	Type						
Test Student	Primary						
Test Student	Preferred						

4	Click 'Add Mail Address'	<p>Addresses</p> <p>Home Address</p> <p>Address</p> <p>180 N Wabash Ave. Chicago IL 60601 Cook</p> <p>Mailing Address</p> <p>No address defined</p> <p>Add Mail Address</p> <p>Permanent Address</p> <p>No address defined</p>
5	Update Mailing Address Click 'Save'	<p>Cancel Add Address Save</p> <p>Type Mailing</p> <p>*From 08/08/2019 Copy From</p> <p>*Country United States </p> <p>*Address 1 <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/> </p> <p>Postal <input type="text"/></p> <p>County <input type="text"/></p>
6	Your updated Mailing Address is saved.	<p>Mailing Address</p> <p></p> <p>Address</p> <p>30 E Lake St Chicago IL 60601</p>
7	END OF PROCESS	<p>Note: Per Academic and Student Policy, Section 6.01:</p> <p><i>(f) Student's Responsibility to Maintain Current Address</i></p> <p>Students are responsible for ensuring that their official address on file at the City Colleges of Chicago is current and correct. Students are required to notify the Office of the Registrar and officially update their address within thirty (30) days of an address change. Students are responsible for any additional tuition and/or charges – for current or prior terms – associated with address changes not previously reported.</p>

