CITY COLLEGES OF CHICAGO

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 <u>documentation</u>. It is the student's responsibility to follow <u>policy</u> regarding address updates.

1	Login to my.ccc.edu using your preferred browser.	<section-header></section-header>					
2	Click on the ' Profile tile	✓ Student Homepage					
۷	Click off the Profile the.	Announcements Make Tuition Payment Arrangeme Vew Your Account Statement Check Your Student Rehund Search Class Schedules Review My Bianner Add CCC Email to Your Phone View Help Guides & Other Studer	ints it Resources	Alerts/Tasks/Holds	1 Holes		
		Academic Records Manage Classes Academic Progress					
				Incomplete 87	Complete 13%		
		Student Einanne Assount	Eleanoial Aid	13 Oviek Assess	% Complete		
					Test User		
2	Click on the 'Addresses' tab	Descend Datalia					
5		Personal Details	Personal Details				
		FERPA Self-Service	Date of Birth				
		Mark Ethnicity Gender Female		Female			
		Contact Details	Names				
		Mental Health Emergency Con.	+				
		Admissions Supplemental Info					
	I	Addresses	Test Student Primary				
			Test Student		Preferred		
		C Emergency Contacts					



4	Click 'Add Mail Address'	Addresses		
		Home Address		
		Address		
		180 N Wabash Ave.		
		Chicago		
		IL 60601		
		COOK		
		Mailing Address		
		No address defined		
		Add Mail Address		
		Permanent Address		
		No address defined		
5	Update Mailing Address	Cancel Add Address Save		
		Type Mailing		
	Click 'Save'	*From 08/08/2019 E: Copy From		
		*Country United States Q		
		*Address 1		
		Address 2		
		Address 3		
		City		
		State		
		Postal		
		County		
6	Your updated Mailing Address is	Mailing Address		
	saved.			
		+		
		Address		
		30 E Lake St		
		Chicago		
		IL 60601		
7	END OF PROCESS	Note: Per Academic and Student Policy, Section 6.01: (f) Student's Responsibility to Maintain Current Address 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 <u>Office of the Registrar</u> 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.		

city colleges of chicago **my.CCC.edu**

STUDENT PORTAL

