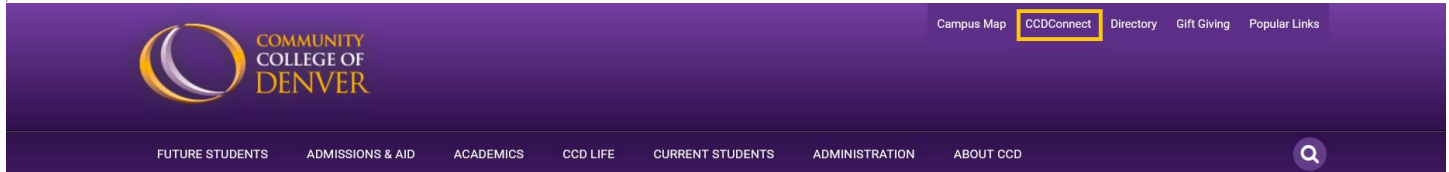


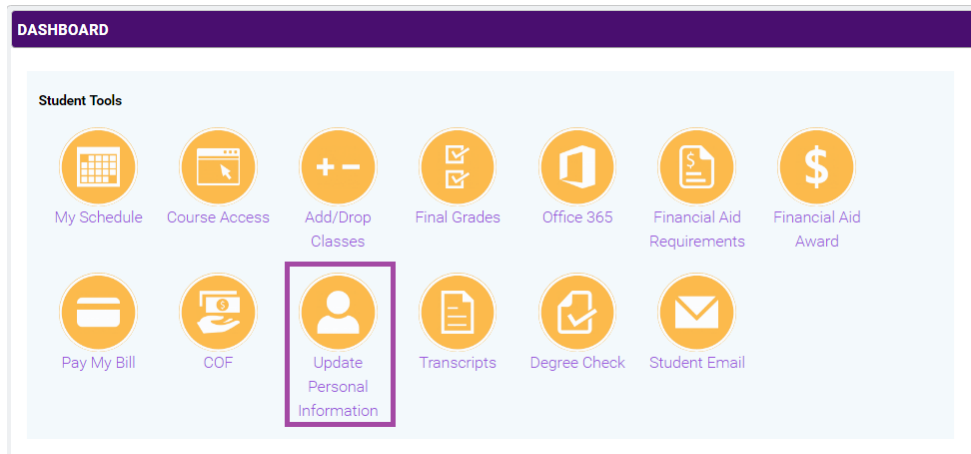


How to Update Address & Personal Information

1. Login to CCDConnect at www.CCD.edu.



2. Click on the Update Personal Information Dashboard icon.



3. Banner will appear in a pop-up window.
4. Click on View or Update Addresses and Phones.

Personal Information Menu

Student E-mail Account Information

Your Profile

Update Your PIN

View or Update Security Question and Answer

View or Update Addresses and Phones

View or Update E-Mail Addresses

View or Update Emergency Contacts

View Employee Addresses and Phones

Name and Social Security Number Change Information

Update Addresses and Phones - Update/Insert

Required fields on address update or insert are Valid From This Date, Address Line 1, City, State or Province, and ZIP or Postal Code. When updating an address you do not need to change the Valid From This Date value.

Permanent

Valid From This Date:MM/DD/YYYY ()

Until This Date:MM/DD/YYYY ()

Address Line 1: ()

Address Line 2: ()

Address Line 3: ()

City: ()

State or Province: Colorado ()

ZIP or Postal Code: ()

County: ()

Nation: Not Applicable ()

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code and Phone Number	Unlisted
()	()	()	OR ()	<input type="checkbox"/>

5. Click on Current to edit your current information. Fill in the fields then scroll down to select Save.

6. To enter a new address, select Type of New Address and follow the instructions.

Type of Address to Insert: