

# Updating User Information

## What is needed?

To look up Username or Emplid #, the information that will need to be in the Student Information System (SIS) are:

- Names and Birth dates:** If these change or are incorrect, you will need to contact the Admissions Office at any campus. These must have written documentation to change.
- EmplID (Student #) or SSN**—The Social Security Number is an optional field on your application. EmplID is issued to every student.
- Faculty/Staff Email** is for faculty or staff members only. **Preferred Phone** is in your Personal information in the SIS. EmplID (Student #) or SSN whichever is unused in B.

## Updating your Personal Information Procedure:

- Log into myRCC
- Click the icon for **SIS (Student Information System)**
- Click **Student Center** in the upper left.
- Lower Left—Personal Information section:
  - Click on **Other Personal**
  - On the drop-down, choose the item you wish to update and click the round >> button—Email and Phone Numbers are most important
- Emails—You can add a new Alternate Email—but your *Preferred* will remain VCCS Student Email
  - \* Remove any incorrect or unused emails by clicking **Delete**
  - Click **Save** when done.
- Phone Numbers—Be sure your Preferred Phone number is correct. Designate your Preferred phone with the check mark. Click **Save** when done.

[Return to Signin page](#)

Please enter data for the following three required fields.

First Name: \*

Last Name: \* **A**

Birthdate (MMDDYY): \*

Please enter data for one of the two following fields.

Emplid: **B**

SSN:

Please enter data for one of the following fields.

Faculty/Staff Email:

Preferred Phone: **C**

Emplid:

SSN:

**D**



**Personal Information**

[Demographic Data](#)  
[Emergency Contact](#)  
[Names](#)  
[User Preferences](#) **A**

other personal... >>

Addresses  
**Email Addresses**  
 Honors and Awards  
 Phone Numbers **B**  
 Privacy Settings  
 other personal...

**Contact Information**

**Mailing Address**  
 8264 Tarragon Drive  
 Mechanicsville, VA 23111  
 042  
**Main Phone**  
 804/559-9357

**Billing Address**  
 8264 Tarragon Drive  
 Mechanicsville, VA 23111  
 042  
**VCCS Student E-mail**  
 bhoffman5003@email.vccs.edu

*Email Type	*Email Address <b>5</b>	Preferred	
Home	omaha@gmail.com	<input type="checkbox"/>	<input type="button" value="delete"/>
VCCS Student Email	jp123 @email.vccs.edu	<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

Phone Type	*Telephone <b>6</b>	Country	Preferred	
Main	### / ###-####		<input checked="" type="checkbox"/>	<input type="button" value="delete"/>

\* Required Field

