

**Updating Your Contact Information**

Verify and update your contact information with the College using the Algonquin College Student Information System, otherwise known as [ACSIS](#).

**STEP 1**

Log in to [ACSIS](#), using your student number.

The screenshot shows the 'STUDENT INFORMATION SYSTEM - YOUR ONE-STOP SHOP' login interface. On the left, there is a 'Student Number:' label followed by a text input field. Below the field, an example 'e.g.: 012345678' is provided, and a 'Next' button is located at the bottom of the input area. To the right of the input field, a message states: 'Your student number must not contain any spaces or hyphens and must be in the form 012345678 and is located on your Student Card.' Below this message is a sample of a student card, which includes a photo, the student's name, ID number, and the Algonquin College logo. At the bottom left of the page, there is a link for 'login FAQ' and a privacy statement: 'Algonquin College considers all of your information personal and private. All information within this system is kept secure to ensure your privacy.'

**STEP 2**

Select *Profile* under *Account*.

**ACCOUNT**

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Profile

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Change Password

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Encumbrances

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Locker Assignment

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Network Account Info

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Download Forms

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Print Letters

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View/Print Transcript

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Release of Student Information

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**STEP 3**

View your contact information.

If you need to add a Local Address, remove an address, or edit your Home/Local address, phone number, or email click the *Edit my Profile* button.

**STUDENT PROFILE**

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Please ensure that this information is accurate. Your home address is typically used for official correspondence and any refunds will be mailed to your local address.

[Edit my Profile](#)

<p><b>Home Address</b></p> <p><b>Street Address:</b> 123 Sesame Street</p> <p><b>City:</b> Kingston</p> <p><b>Prov/State:</b> ON</p> <p><b>Postal/Zip Code:</b> A1B 2C3</p> <p><b>Country:</b> Canada</p> <p><b>Phone:</b> (613) 123-4567</p> <p><b>Fax:</b> Not entered</p> <p><b>Email Addresses</b></p> <p><b>College e-mail:</b> Not Entered</p> <p><b>Alternate e-mail:</b> noemail@noemail.com</p>	<p><b>Local Address</b></p> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p>Please Edit your profile if you wish to add a local address.</p> </div>
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## Option #1 - Updating Information

Update the information that needs to be changed, then click *Save My Profile*.

*Note: International students are only able to update their Local address, Local phone number, and their email. The Home Address is typically your permanent address in your home country, and is kept on file for emergencies. To update the Home Address, contact the [Registrar's Office](#).*

### STUDENT PROFILE

Save My Profile

Please ensure that your address information is accurate. All undeliverable mail is returned to the College.  
Please ensure that you update your address if required.

**Home Address**

Change/Update Information as Needed

**Street Address:** 123 Sesame Street\*  
**City:** Kingston  
**Prov/State:** Ontario  
**Postal/Zip Code:** A1B2C3  
**Country:** CANADA  
**Phone:** 613 1234567  
**Fax:**

**Local Address**

Change/Update Information as Needed

**Street Address:** 4 Privet Drive\*  
**City:** Ottawa  
**Prov/State:** Ontario  
**Postal/Zip Code:** A1B2C3  
**Country:** CANADA  
**Phone:** 613 1234567  
**Fax:**

\* Please enter your apartment/house number first, followed by the street address.  
Example: 301-69 Applebee Street or 12 Applebee Street.

**Email Addresses**

Change/Update Information as Needed

**College email:** Not Entered  
**Alternate email:** noemail@noemail.com

\* A college email cannot be entered as your alternate email.

## Option #2 - Adding a Local Address

If you have a permanent address (for example your parents' house) and a more temporary local address (for example Residence or an apartment near the College), you can keep the permanent address on your file as the Home Address and enter the other as a Local Address.

Add the contact information to the Local Address section. If you have the same phone number as the one listed under your Home address, enter it under the Local Address too.

When done, click *Save My Profile*.

### STUDENT PROFILE

Save My Profile

Please ensure that your address information is accurate. All undeliverable mail is returned to the College. Please ensure that you update your address if required.

#### Home Address

Street Address: 123 Sesame Street\*

City: Kingston

Prov/State: Ontario

Postal/Zip Code: A1B2C3

Country: CANADA

Phone: 613 1234567

Fax:

#### Local Address

**Enter your Local Address  
↓ and your Phone Number**

Street Address: 4 Privet Drive\*

City: Ottawa

Prov/State: Ontario

Postal/Zip Code: A1B2C3

Country: CANADA

Phone: 613 1234567

Fax:

\* Please enter your apartment/house number first, followed by the street address.  
Example: 301-69 Applebee Street or 12 Applebee Street.

#### Email Addresses

College email: Not Entered

Alternate email: noemail@noemail.com

\* A college email cannot be entered as your alternate email.

### Option #3 - Removing an Address

Students who previously had both a Home and Local Address but who now only want one address on file should update their Home Address and delete all information from the Local Address.

When done, click *Save My Profile*.

**STUDENT PROFILE**

Save My Profile

Please ensure that your address information is accurate. All undeliverable mail is returned to the College.  
Please ensure that you update your address if required.

Home Address	Change/Update Information ↓ as Needed	Local Address	Remove Information ↓
Street Address:	<input type="text" value="4 Privet Drive"/>	Street Address:	<input type="text"/>
City:	<input type="text" value="Ottawa"/>	City:	<input type="text"/>
Prov/State:	<input type="text" value="Ontario"/>	Prov/State:	<input type="text" value="Select from below"/>
Postal/Zip Code:	<input type="text" value="A1B2C3"/>	Postal/Zip Code:	<input type="text"/>
Country:	<input type="text" value="CANADA"/>	Country:	<input type="text" value="CANADA"/>
Phone:	<input type="text" value="613"/> <input type="text" value="1234567"/>	Phone:	<input type="text"/> <input type="text"/>
Fax:	<input type="text"/>	Fax:	<input type="text"/>

\* Please enter your apartment/house number first, followed by the street address.  
Example: 301-69 Applebee Street or 12 Applebee Street.

**Email Addresses**

College email: Not Entered

Alternate email:

\* A college email cannot be entered as your alternate email.