

Updating Your Contact Information

Verify and update your contact information with the College using the Algonquin College Student Information System, otherwise known as <u>ACSIS</u>.

STEP 1

Log in to ACSIS, using your student number.

| Student Number | Your student number must not contain any space |
|---|---|
| e.g.: 012345678 | or hyphens and must be in the form 012345678 and is located on your Student Card. |
| TRAC | Your Xame X Name Xame X Name Xame Xame Xame Xame Xame Xame Xame X |
| Problems logging in? Read our login FAQ | ALGONOLIN (I) |
| Algonquin College considers all of your information personal and private. All information within this system is kent secure to ensure your privacy. | |

STEP 2

Select Profile under Account.

| ACCOUNT | |
|-------------------------------|---|
| Profile | |
| Change Password | |
| Encumbrances | |
| Locker Assignment | |
| Network Account Info | |
| Download Forms | |
| Print Letters | |
| View/Print Transcript | |
| Release of Student Informatio | n |



How-To Guide

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

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

Home Address

Street Address:123 Sesame Street City:Kingston Prov/State:ON Postal/Zip Code: A1B 2C3 Country:Canada Phone:(613) 123-4567 Fax:Not entered

Email Addresses

College e-mail: Not Entered Alternate e-mail: noemail@noemail.com **Local Address**

Please Edit your profile if you wish to add a local address.



Option #1 - Updating Information

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

| STUDENT PROFILE | | | | | |
|--|---|--------------------------------|--------------------------------------|--|--|
| Save My Profile | | | | | |
| Please ensure the | at your address information i | s accurate. All undeliveral | ble mail is returned to the College. | | |
| Please ensure the | at vou update vour address i | required. | | | |
| Home Address | Change/Update Informatio 了 as Needed | n Local Address | Change/Update Information | | |
| Street Address: | 123 Sesame Street * | Street Address: | 4 Privet Drive * | | |
| City: | Kingston | City: | Ottawa | | |
| Prov/State: | Ontario 🗸 | Prov/State: | Ontario 🗸 | | |
| Postal/Zip Code: | A1B2C3 | Postal/Zip Code: | A1B2C3 | | |
| Country: | CANADA 🗸 | Country: | CANADA 🗸 | | |
| Phone: | 613 1234567 | Phone: | 613 1234567 | | |
| Fax: | | Fax: | | | |
| * Please enter your | apartment/house number first, | followed by the street address | s. | | |
| Example: 301-69 Applebee Street or 12 Applebee Street. | | | | | |
| Email Addresses Change/Update Information | | | | | |
| College email:Not Entered 🕂 as Needed | | | | | |
| 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 y | you update your address if | required. | | |
| Home Address | | Local Address | Briter your Local Address | |
| Street Address: 123 | 3 Sesame Street * | Street Address: | 4 Privet Drive * | |
| City: Kin | ngston | City: | Ottawa | |
| Prov/State: On | ntario 🗸 🗸 | Prov/State: | Ontario | |
| Postal/Zip Code: A1E | B2C3 | Postal/Zip Code: | A1B2C3 | |
| Country: CA | NADA V | Country: | CANADA | |
| Phone: 613 | 3 1234567 | Phone: | 613 1234567 | |
| Fax: | | Fax: | | |
| * Please enter your ap | partment/house number first, f | ollowed by the street addres | s. | |
| 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.

| 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. Change/Update Information Home Address Address Address | | | | |
| Street Address: | 4 Privet Drive * | Street Address: | * | |
| City: | Ottawa | City: | | |
| Prov/State: | Ontario 🗸 | Prov/State: | Select from below | |
| Postal/Zip Code: | A1B2C3 | Postal/Zip Code: | | |
| Country: | CANADA 🗸 | Country: | CANADA 🗸 | |
| Phone: | 613 1234567 | Phone: | | |
| Fax: | | Fax: | | |
| * Please enter your | apartment/house number first, fo | llowed by the street address | 5. | |
| 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. | | | | |