

Updating Your Contact Information

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

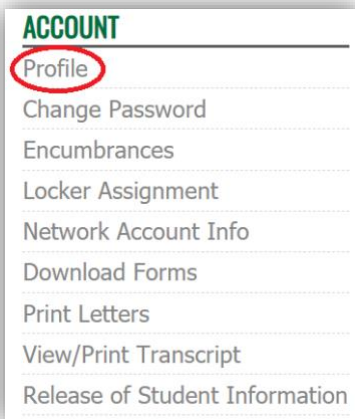
STEP 1

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



STEP 2

Select *Profile* under *Account*.



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

Local Address

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

Email Addresses

College e-mail: Not Entered

Alternate e-mail: noemail@noemail.com

Option #1 - Updating Information

Update the information that needs to be changed, then 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.

<p>Home Address Change/Update Information ↓ as Needed</p> <p>Street Address: <input type="text" value="123 Sesame Street"/>*</p> <p>City: <input type="text" value="Kingston"/></p> <p>Prov/State: <input type="text" value="Ontario"/></p> <p>Postal/Zip Code: <input type="text" value="A1B2C3"/></p> <p>Country: <input type="text" value="CANADA"/></p> <p>Phone: <input type="text" value="613"/> <input type="text" value="1234567"/></p> <p>Fax: <input type="text"/></p>	<p>Local Address Change/Update Information ↓ as Needed</p> <p>Street Address: <input type="text" value="4 Privet Drive"/>*</p> <p>City: <input type="text" value="Ottawa"/></p> <p>Prov/State: <input type="text" value="Ontario"/></p> <p>Postal/Zip Code: <input type="text" value="A1B2C3"/></p> <p>Country: <input type="text" value="CANADA"/></p> <p>Phone: <input type="text" value="613"/> <input type="text" value="1234567"/></p> <p>Fax: <input type="text"/></p>
--	--

* 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:

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

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

* 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.