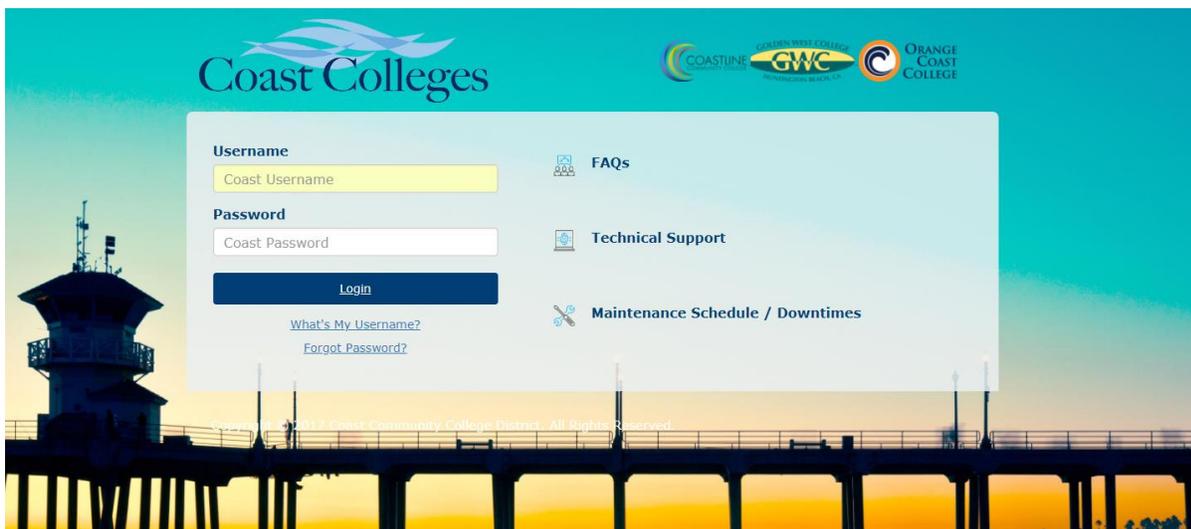


## Updating Personal Information on MyOCC

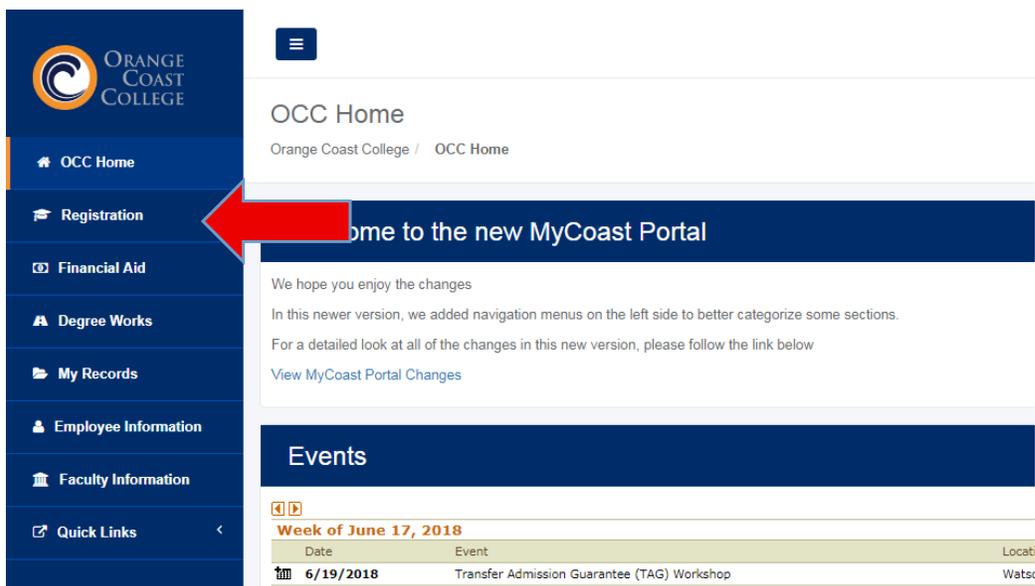
All F-1 International Students at Orange Coast College (OCC) are required by federal regulation to update OCC within 10 days of changing their U.S. or foreign address, phone number, email, and name.

New international students must update this information within 10 days of arriving in the U.S. Please follow the instructions below to update your information on MyOCC.

1. Login to your [MyOCC](#) account using your username and password.



2. Click on the 'Registration' tab located on the right-hand side of the page.



3. Select 'Update Addresses and Phones' located under the 'Update Personal Info' section.

The screenshot shows a student portal dashboard with several sections:

- Priority Registration**: Includes links for 'View My Eligibility' and 'Priority Registration Information'.
- Online Orientation**: Provides instructions on how to access the online orientation in Canvas and includes a link to 'Orange Coast College Online Orientation'.
- My Courses - Canvas**: Includes a link to 'Canvas / Online Learning System'.
- Other Student Resources**: Lists various forms and policies such as 'W-9S, Request for Student's or Borrower's Taxpayer Identification Number Form', 'Social Security Number Verification', 'Dates and Deadlines to Remember', 'Detail Schedule with Waitlist Position', 'Drop for Non-Payment Policy', 'Holds Information', 'Student Class Program (Web Schedule Bill)', and '1098T Tax Notification Form'.
- Update Personal Info**: Contains two links: 'Update Addresses and Phones' (highlighted with a red arrow) and 'Update Emergency Contacts'.

4. Enter your current U.S. address and phone number manually. If you have recently arrived in the U.S., enter the address of wherever you are currently staying (i.e. hotel, friend's home, your new apartment, etc). Once you find a more permanent place to live, you should update your address again on MyOCC.

Enter address and phone number carefully in **CORRECT FORMAT**:

Number of the building, Street Name, Apartment Number  
 City, State Postal Code (zipcode)

See Example Below:

**Personal Information** | Student | Employee

Search

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### Personal Contact Information

Please verify and/or update your contact information

**Mailing Address**

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

Zip Code:

Country:

**Phones**

**Text Messages** will be sent to your cell phone unless you opt out by unchecking the **Text** box. **Voice Messages** will be sent to your phone please visit your college's web site.

	Area Code	Phone Number	Extension	Text	Voice	Delete
Main:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Second:	<input type="text" value="714"/>	<input type="text" value="5551234"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

i.e. 123    i.e. 1234567    Up to 5 digits

5. Click 'Submit' at the bottom of the page to save your changes.

## Update Emergency Contact Information

All students must provide at least one (1) emergency contact, preferably someone in the U.S. If you do not have anyone in the U.S. that we can contact in case of emergency, please provide an emergency contact in your home country.

1. Follow steps 1 and 2 above to log into MyOCC
2. Click on 'Update Emergency Contacts' under the 'Update Personal Info' section

The screenshot displays a student portal with several service tiles:

- Priority Registration**: Includes links for [View My Eligibility](#) and [Priority Registration Information](#).
- Online Orientation**: Contains text about accessing orientation in Canvas and a link to [Orange Coast College Online Orientation](#).
- My Courses - Canvas**: Includes a link to view enrolled classes and a [Canvas / Online Learning System](#) icon.
- Other Student Resources**: Lists various forms and policies such as W-9S, Social Security Number Verification, and 1098T Tax Notification Form.
- Update Personal Info**: Contains links for [Update Addresses and Phones](#) and [Update Emergency Contacts](#). A red arrow points to this section.

3. Click on 'New Contact' and enter your emergency contact's information. Click 'Submit Changes' to save

### Update Emergency Contacts

Enter a new emergency contact. When finished, Submit Changes.

**Remove Contact:**

**Order:**

**Relationship:**

**First Name:**

**Middle Name:**

**Last Name:**

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**City:**

**State or Province:**

**Zip or Postal Code:**

**Country:**

	Area Code	Phone Number	Extension
<b>Telephone:</b>	<input type="text" value="714"/>	<input type="text" value="5553456"/>	<input type="text"/>