

Updating Contact Information

You can update your mailing addresses, emergency contact information and urgent contact information using TCOOnline.

From the **Self Service** page, click on Campus Personal Information.

Main Menu > Self Service > Campus Personal Information		
Maintain your personal information and review holds and to dos pending to your record.		
Personal Data Summary View/Update Personal Data Summary	Addresses View and update your addresses.	Names View and update your names.
Phone Numbers View and update your phone numbers.	Email Addresses Email Addresses.	Internet Addresses View and update your internet addresses.
Emergency Contacts View and update your emergency contacts.	Demographic Information View a summary of your demographic information.	User Preferences Enter default values for academic value and other elements required often by the system.
Honors and Awards View a summary of your honors and awards.	Holds View holds placed on your record for specific services. See how to resolve them.	

Click on the appropriate link for the data you wish to update. Please note that you will can only update some types of addresses, phone numbers, e-mail addresses, etc. Some types can be viewed, but the update links have been inactivated. If you need to change any information that does not have an active link for you to make the change, you need to stop by the Registrar's Office to do so.