

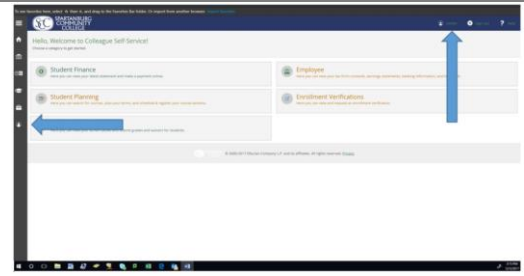
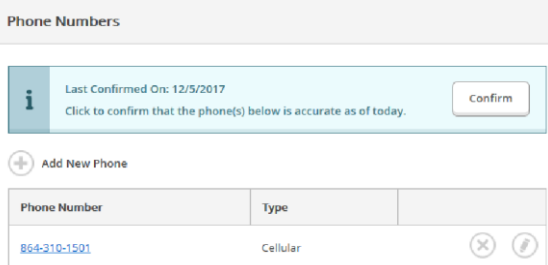
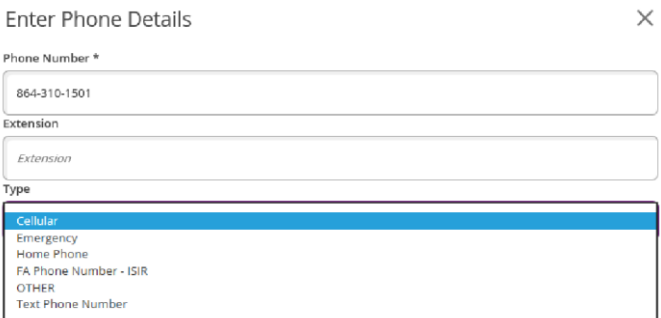
Stay in Touch!

Update your emergency Contact Information Frequently!

Update your contact info often!

Please check every semester that your contact information is up to date. SCC only uses this information to contact you for emergencies and college related information. SCC does not share this information with any non-SCC related entity for any reason. SCC can text, email, and call

Text my cell phone please!

1. Log into the SCC Portal 2. Click "Self-Service" located on the right under Colleague Applications	 A screenshot of a web application menu titled '- Colleague Application'. It has two visible options: 'Self Service' and 'Web Advisor'.
3. In the Colleague SelfService program click on your Profile picture located on the top right corner of the screen or the bottom left screen menu 4. Click "User Profile"	 A screenshot of the SCC Self-Service User Profile page. It shows various tabs like 'Student Finance', 'Student Planning', 'Employee', and 'Continuation Verification'. A blue arrow points to the profile picture icon in the top right corner, and another blue arrow points to the 'User Profile' link in the bottom left navigation menu.
SCC already has your email Address 5. Scroll down to the Phone Numbers section and click the pencil or the X to change or delete your phone number.	 A screenshot of the 'Phone Numbers' section in the SCC portal. It shows a table with one entry: '864-310-1501' with type 'Cellular'. There are icons for adding, editing, and deleting a phone number.
6. Enter in the number you would wish SCC to use to contact you. 7. Select the type of contact phone number from the pull down menu Add your cell phone number to receive texts!!!!	 A screenshot of the 'Enter Phone Details' form. It has fields for 'Phone Number *' (with '864-310-1501' entered), 'Extension', and 'Type'. The 'Type' dropdown menu is open, showing options: 'Cellular', 'Emergency', 'Home Phone', 'FA Phone Number - ISIR', 'OTHER', and 'Text Phone Number'.