

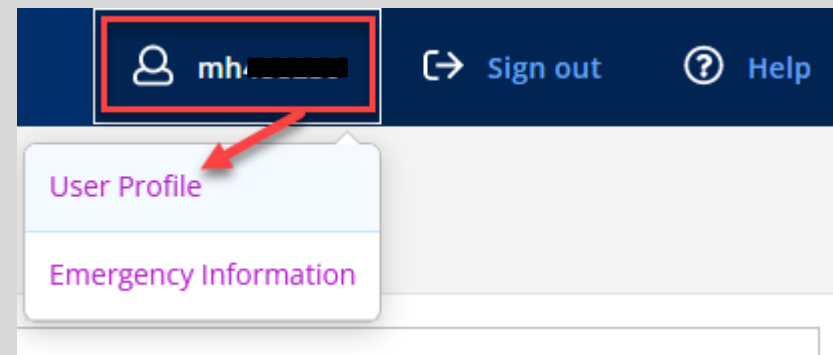
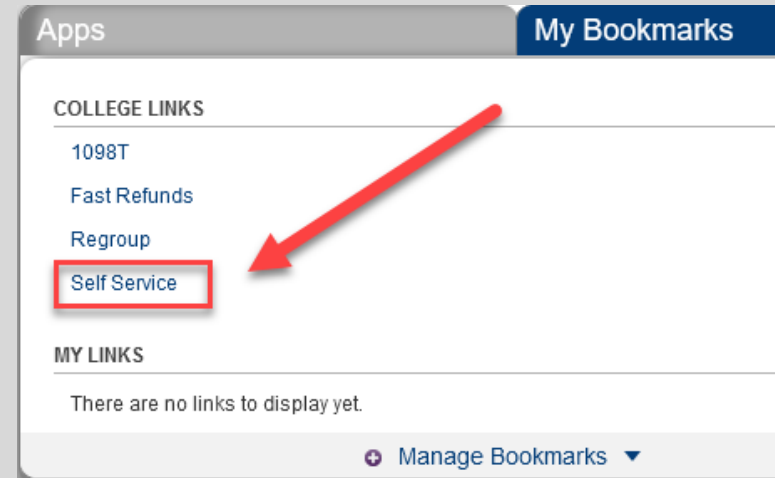
Updating Personal Information in Student Self Service

To get started, go to the SCC Hub main page link here [SCC Hub Link](#)

Direct link: [Student Self Service](#)

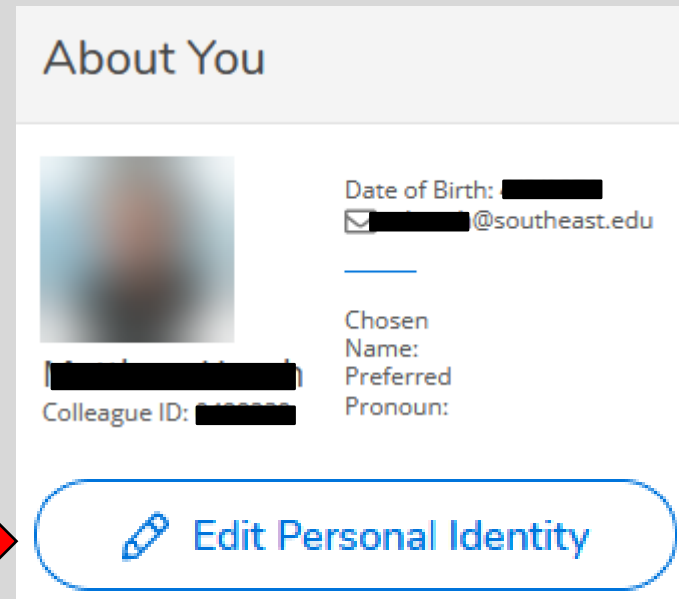
From the default My Bookmarks menu on the right hand side of the screen, click on Self-Service.
Note: SCC Employees can find this link in Quicklinks

Click on your SCC Username in the top right of the Self Service screen and then click on User Profile
*Note: You can also update your **Emergency Information** if you'd like by clicking on that option*



You can review your personal information here.

Note: Colleague ID = SCC Student ID#




About You

Date of Birth: [REDACTED]
[REDACTED]@southeast.edu

Chosen Name: [REDACTED]
Preferred Pronoun: [REDACTED]

Colleague ID: [REDACTED]

 Edit Personal Identity

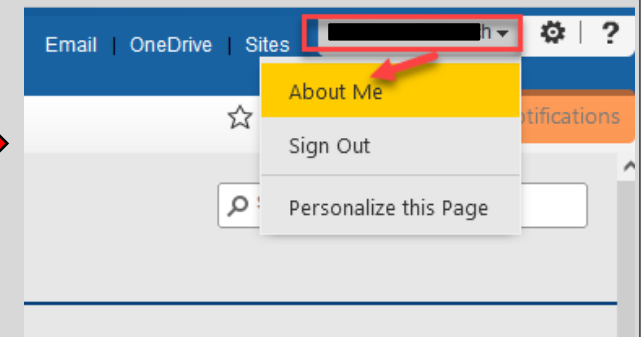
If you would like to enter a Preferred Pronoun, click **Edit Personal Identity**



If you would like to change your Chosen name, or if DOB is not correct, please contact:

SCC Registration/Records
402-437-2605
registration@southeast.edu

To change your profile photo, click on About me from the top right corner of the SCC Hub main page, you will be taken to an area with the option to upload a new photo



Email | OneDrive | Sites | [REDACTED] | ?

- About Me
- Sign Out
- Personalize this Page

Click on **Confirm** if the Address below is correct

Addresses

Last Confirmed On: 6/3/2022
Click to confirm that the address(es) below is accurate as of today.

Confirm

+ Add New Address

Address	Type	Preferred	Remove or Edit
[REDACTED], Lincoln, NE 68522	Home/Home Office	✓	

Click on **Add New Address** if you need to update your address. After entering your new information, click "Add Address"

Your submission will be reviewed by our Staff and your Address updated

Type

WEB Obtained

Cancel **Add Address**

You can add up to two personal email addresses via the **Add New Email** button

You can Remove or Edit existing email addresses by clicking on Remove/Edit icon:



SCC College email addresses cannot be modified.

Add a phone number with the **Add New Phone** button, you can also edit or remove old numbers.

Email Addresses

Last Confirmed On: 11/19/2021
Click to confirm that the email(s) below is accurate as of today. Confirm

+ Add New Email

Email	Type	Preferred	Remove or Edit
████████@southeast.edu	Employee College Email	✓	
████████@hotmail.com	Personal Email # 1		✎ ✕
n████████@my.southeast.edu	Student College Email		

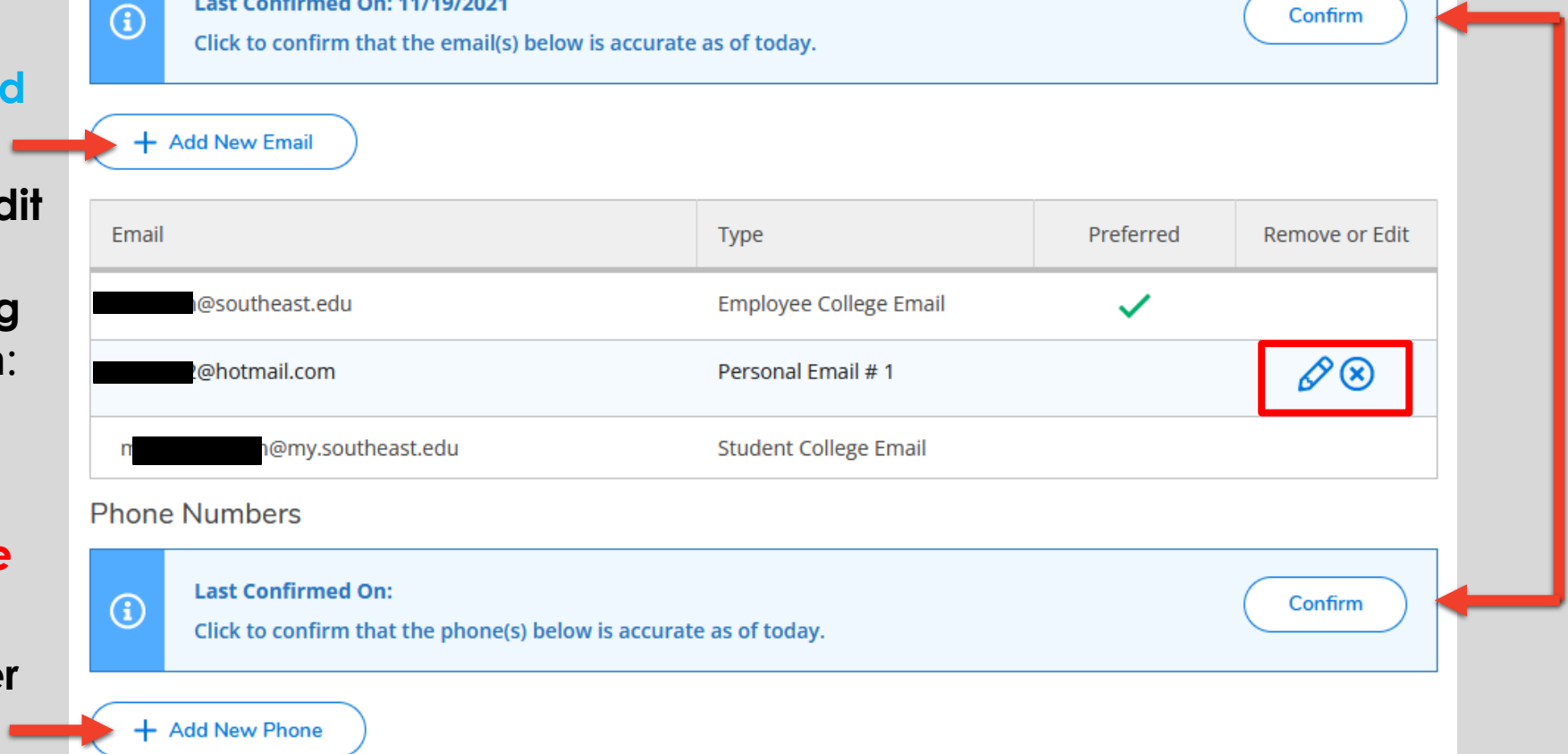
Phone Numbers

Last Confirmed On:
Click to confirm that the phone(s) below is accurate as of today. Confirm

+ Add New Phone

Phone Number	Type	Remove or Edit
402-████████	Home/Permanent	✎ ✕

Click on **Confirm** to verify if Address or Phone Number are correct



Contact Us!

The SCC Help Desk is here for you! If you have questions regarding any Information Technology related matter, please contact us!

Call at: **402-437-2447**

Email us at: helpdesk@southeast.edu

OR

Visit the Help Desk website at: <https://helpdesk.southeast.edu/>