Update Your Contact Information

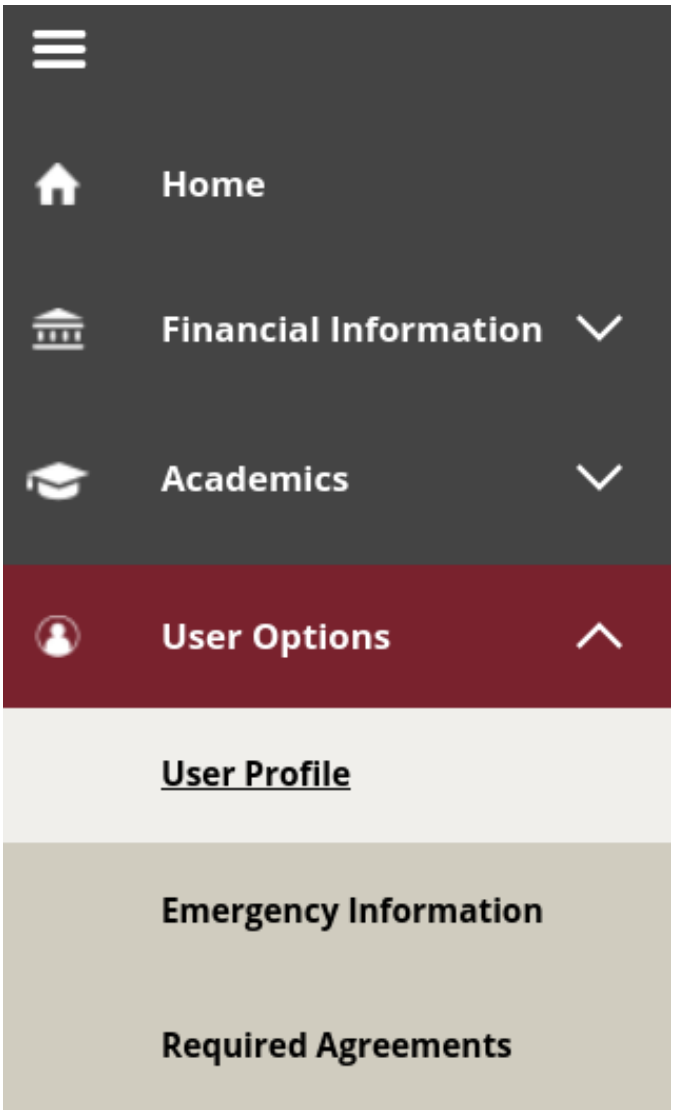
Summary

How students can update their home address, email address, and phone number

Address, Email, and Phone Updates

Below are instructions for updating your street/mailing address in your Self-Service account.

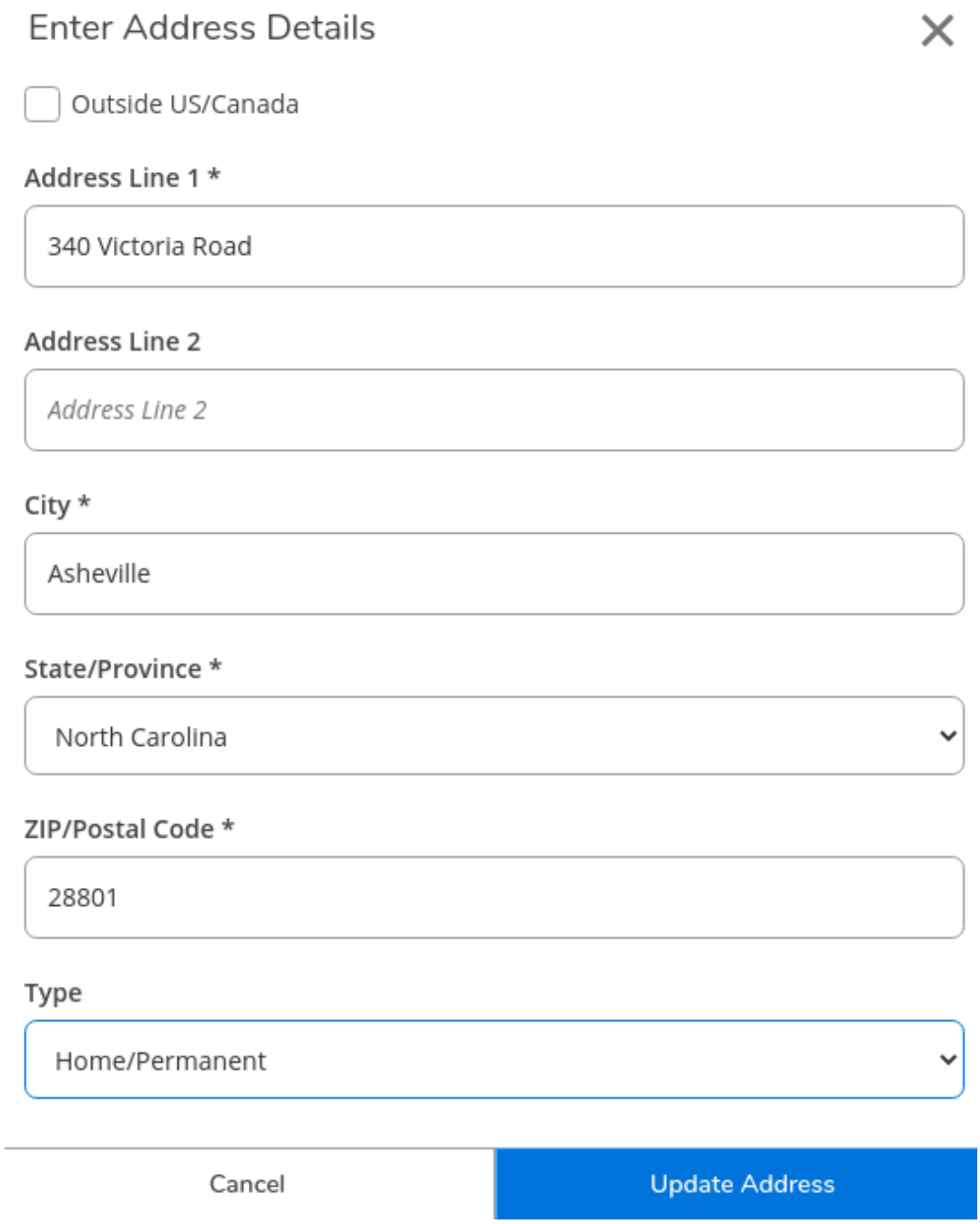
1. Log in to Self-Service. Select the menu icon at the top left, select "User Options" from the left navigation bar, and select "User Profile".



2. Update your address by selecting the pencil icon to the right of your address under the "Edit or Remove" column.

Address	Type	Preferred	Remove or Edit
340 Victoria Road, Asheville, NC 28801	Home/Permanent	✓	✎

3. After updating your information, be sure to click "Update Address" at the bottom to save any changes.



4. Follow the same steps to update your email address or phone number.

Name Changes

Visit abtech.edu/records for additional information about how to submit a Change of Vital Data Form if you have had a legal name change or submit

a Preferred First Name Request Form.

Key Words: name, address, change, Change of Vital Data form, contact information, update

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