Login to MyPima
Click on the New Students

My New Student Checklist

Scroll down the My New Student Checklist

Under the Information Items
Click on Address and Phone
PCCALERT SIGNUP for STUDENTS

Update Addresses and Phones - Select Address

- Update a current address
  - Click the "Current" link next to the corresponding address to update an existing address.
- Add a new address
  - Select the address type from the pull-down list at the bottom of the page and then click "Submit".
- For help and current address formatting standards, Click Here.

Note: entering overlapping dates will change the effective dates on existing address records.

Canvas:

Addresses and Phones

- Locate Permanent or Home and Phones section

Permanent or Home

<table>
<thead>
<tr>
<th>Current</th>
<th>Address Line 1</th>
<th>Address Line 2</th>
<th>Address Line 3</th>
<th>City</th>
<th>State or Province</th>
<th>ZIP or Postal Code</th>
<th>County</th>
<th>Notes</th>
<th>Delete This Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>John Doe</td>
<td>123 Main St.</td>
<td>456 Maple Ave.</td>
<td>Phoenix</td>
<td>Arizona</td>
<td>85012</td>
<td>Maricopa</td>
<td>None</td>
<td>No</td>
</tr>
</tbody>
</table>

Type of Address to Insert: Select

Submit

******************************************************************************

- Click on Primary

Phone Number For This Address:

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
<th>International Access Code</th>
<th>Area Code</th>
<th>Phone Number</th>
<th>Extension</th>
<th>International Access Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>555</td>
<td>7778888</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Phone Type

Select PCCAlert Text

Enter Area Code

Enter Phone Number

Click on Submit

NOTE: You may get an error related to address, correct any address errors and click Submit again.
If you have any questions or issues, please contact the Facilities Help Desk at 520-206-2733 or email maintinfo@pima.edu.