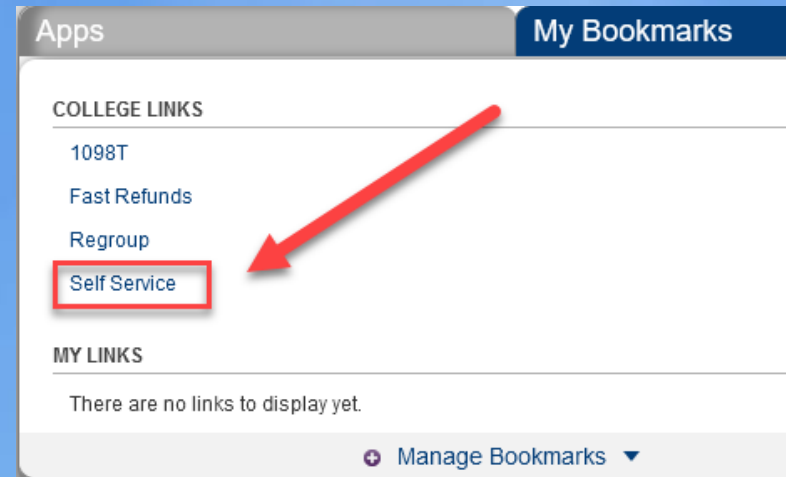


# Updating Personal Information in Student Self Service

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

From the default **My Bookmarks** menu on the right hand side of the screen, click on **Self-Service**.

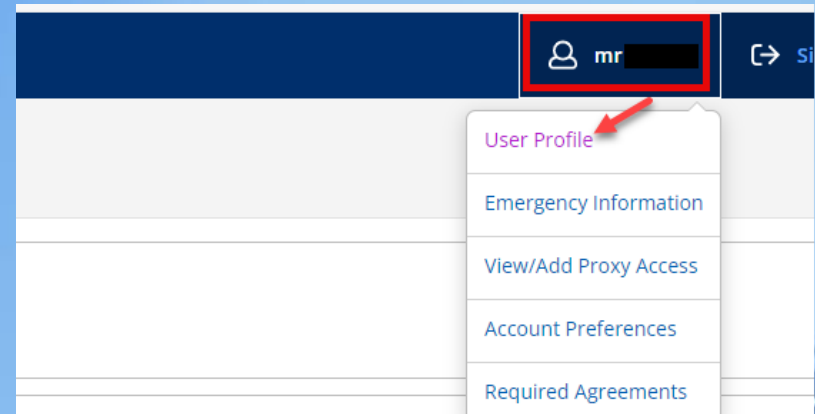
*Note: SCC Employees can find this link in Quicklinks*



Direct link: [Student Self Service](#)

Click on your SCC Username in the top right of the Self Service screen and then click on **User Profile**

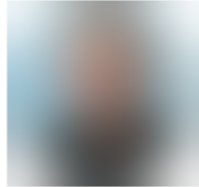
*Note: You can also update your **Emergency Information** if you'd like by clicking on that option*



**You can review your personal information here.**

**Note: Colleague ID = SCC Student ID#**

About You



Date of Birth: [REDACTED] 971  
[REDACTED]osch@southeast.edu

---

Chosen Name:  
Preferred Name:  
Pronoun:

[REDACTED]sch  
Colleague ID: [REDACTED]239

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



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

**SCC Registration/Records**

**402-437-2605**

**[registration@southeast.edu](mailto:registration@southeast.edu)**

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

Address	Type	Preferred	Remove or Edit
██████████, NE 68522	Home/Home Office	✓	

**Click on the “Add New” button if you need to update the information for that section. After entering your new information, click “Add”**

**For an address change your submission will be reviewed by our Staff and your Address updated**

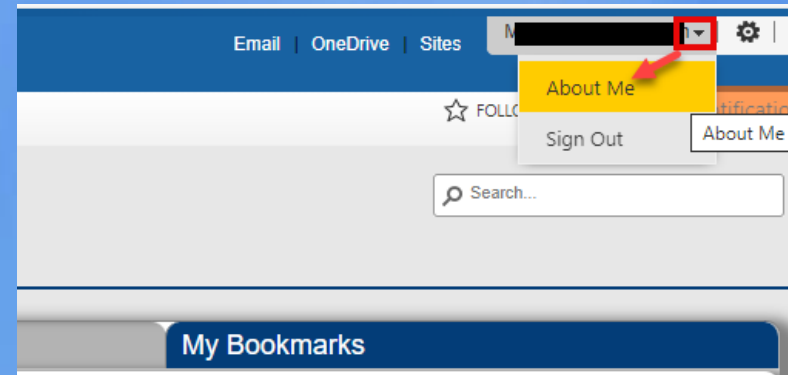
Type

WEB Obtained

Cancel Add Address

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

**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**



**Click on the camera icon, then click the “+ Upload a new photo” link. You can then drag and zoom on the photo you upload until the circle is around the part you want displayed.**

