



Confirm or Update an Address in Self-Service

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About

This guide details how to confirm or update your address in Self-Service.

Table of Contents

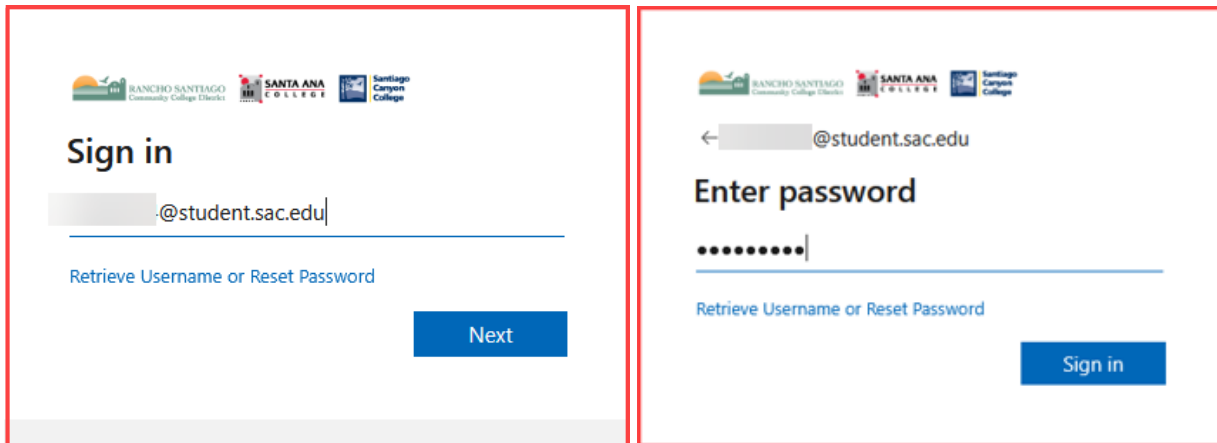
ABOUT	1
TABLE OF CONTENTS.....	1
CONFIRM OR UPDATE YOUR ADDRESS IN SELF-SERVICE	2
STEP 1: LOGIN TO SELF-SERVICE	2
STEP 2: SELECT THE NAVIGATION MENU > USER OPTIONS > USER PROFILE.....	2
STEP 3: ON THE ABOUT YOU PAGE, REVIEW YOUR CURRENT ADDRESS(ES)	3
<i>If your Address(es) are correct and up to date.....</i>	<i>3</i>
<i>If an Address is incorrect or needs to be updated</i>	<i>4</i>
<i>Important Note on Financial Aid: The address flagged as “Preferred” AND as the “Mailing” address is used to send Financial Aid checks</i>	<i>5</i>
<i>To delete a Preferred Address, or select a new Preferred Address.....</i>	<i>6</i>
TROUBLESHOOTING PROBLEMS.....	7
CONTACT STUDENT TECHNOLOGY SUPPORT	7

Confirm or Update Your Address in Self-Service

Step 1: Login to Self-Service

Open a web browser and go to Self-Service at <https://rsccd.edu/selfservice>.

Then, **sign in** with your **Single sign-on (SSO credentials)**.



The first screenshot shows the 'Sign in' page. At the top are logos for Rancho Santiago Community College District, Santa Ana College, and Santiago Canyon College. Below the logos is the text 'Sign in'. There is a text input field containing '@student.sac.edu'. Below the field is a link 'Retrieve Username or Reset Password'. At the bottom right is a blue button labeled 'Next'.

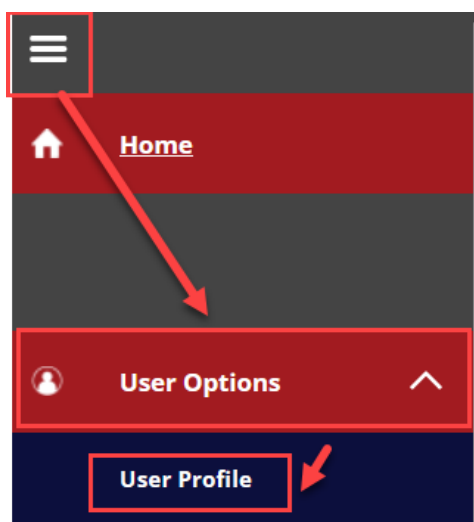
The second screenshot shows the 'Enter password' page. It has the same logos at the top. Below them is a text input field containing '@student.sac.edu'. Below that is the text 'Enter password'. There is a password input field with masked characters. Below the password field is a link 'Retrieve Username or Reset Password'. At the bottom right is a blue button labeled 'Sign in'.

You can also **select the Self-Service link at the top of the home page** for [Santa Ana College \(SAC\)](#) or [Santiago Canyon College \(SCC\)](#).

Step 2: Select the Navigation Menu > User Options > User Profile

In Self-Service, select the **Navigation Menu icon** (the waffle icon on the top left).

Then, select **User Options > User Profile**.



Step 3: On the About You page, review your current Address(es)

On the **About You** page, scroll down to **Addresses**, and review the current address(es) on file.

The screenshot shows the 'About You' page. On the left is a sidebar with icons for a calendar, graduation cap, briefcase, and a person. The main content area has a header 'About You' and a profile section with a placeholder for a profile picture and a 'Chosen Name' field. Below this is an 'Edit Personal Identity' button. The 'Addresses' section is highlighted with a red box. It contains a blue header bar with an information icon, the text 'Last Confirmed On: 6/29/2026', and a 'Confirm' button. Below the header is an 'Add New Address' button. A table lists the current addresses:

Address	Type	Preferred	Remove or Edit
[Redacted]	Mailing		[Edit icon]
[Redacted]	Home/Permanent, Mailing	✓	[Edit icon]

If your Address(es) are correct and up to date

1. Select the **Confirm** button.

Addresses

This is a close-up of the 'Addresses' section. It features a blue header bar with an information icon, the text 'Last Confirmed On: 6/29/2026', and a 'Confirm' button. Below the header is the text 'Click to confirm that the address(es) below is accurate as of today.'

If an Address is incorrect or needs to be updated

Do not use the “Add New Address” button – instead, **edit an existing address**.

1. Select the **Edit button (pencil icon)** for the Address you want to update.
2. **Update the address fields so they’re current.**
 - a. (e.g., Address Lines, City, State/Province, ZIP/Postal Code, etc).
3. **For Type:**
 - a. Select the **Mailing** checkbox if this is your mailing address.
 - b. Select the **Home/Permanent** checkbox if this is your home address.
4. Select **Update Address** to finish.
5. You’ll receive a notification that you have **“Successfully updated user profile”** after you save changes.

Address	Type	Preferred	Remove or Edit
[REDACTED]	Home/Permanent, Mailing	✓	

Enter Address Details ×

☐ Outside US/Canada

Address Line 1 *

Address Line 2

City *

State/Province *

ZIP/Postal Code *

Type *
☐ Home/Permanent ☒ Mailing

Cancel

Update Address

✓

Successfully updated user profile.

Important Note on Financial Aid: The address flagged as “Preferred” AND as the “Mailing” address is used to send Financial Aid checks

Financial Aid checks are sent to the address that is flagged as **Preferred** AND as the **Mailing** address on file in Self-Service.

To ensure you receive your Financial Aid check:

1. Please [confirm](#) or [edit and update](#) the **Preferred** address on file.
2. Please also flag it as a **Mailing** address.

Preferred	Edit
	

Enter Address Details ×

☐ Outside US/Canada

Address Line 1 *

Address Line 2

City *

State/Province *

ZIP/Postal Code *

Type *

☒ Home/Permanent

☒ Mailing

Cancel

Update Address

To delete a Preferred Address, or select a new Preferred Address

You cannot delete a Preferred address from Self-Service.

- To change the Preferred address, please [edit](#) the existing Preferred address on file.
 - See also: [Important Note on Financial Aid](#) and how Financial Aid checks relate to the Preferred mailing address.

To delete an address altogether, please contact [Student Technology Support](#) for assistance.

Troubleshooting problems

Contact Student Technology Support

For assistance with logging into Self-Service, or if you encounter any issue updating your address, contact Student Technology Support.

- Phone: **(714) 480-7407**