



# Confirm or Update your Phone Number in Self-Service

Updated 10/26/26

## About

This guide details how to confirm or update your phone number(s) in Self-Service.

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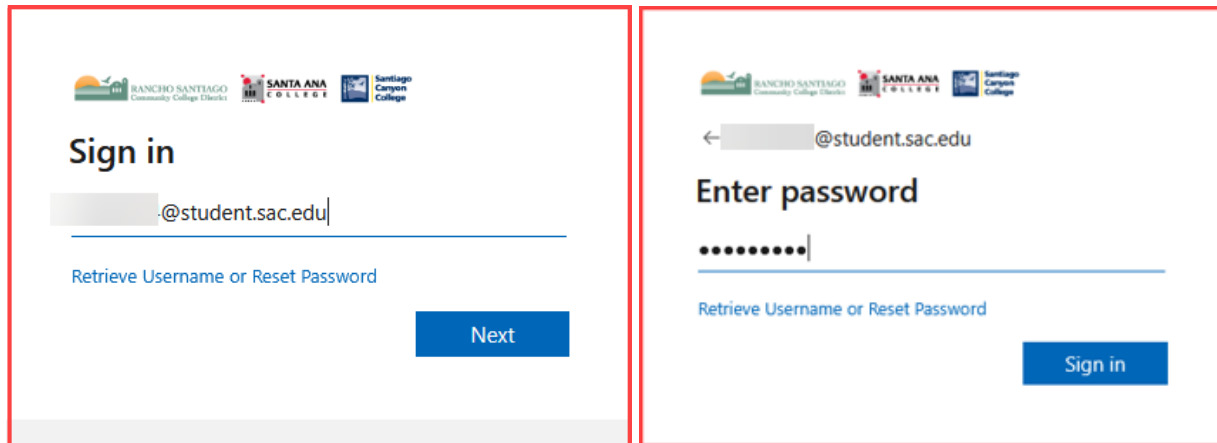
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# Confirm or Update Your Phone Number(s) in Self-Service

## 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'.

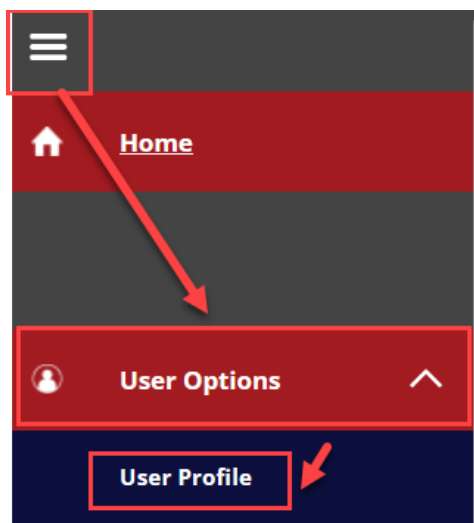
The second screenshot shows the 'Enter password' page. It has the same logos at the top. Below the logos is a text input field containing '@student.sac.edu'. Below that is the text 'Enter password'. There is a password input field with masked characters. Below the field is a link 'Retrieve Username or 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 Phone Number(s)

On the **About You** page, scroll down to **Phone Numbers**, and review the current phone number(s) on file.

The screenshot shows the 'About You' page with a sidebar on the left containing icons for profile, education, work, and contacts. The main content area has a header 'About You' and a profile section with fields for Date of Birth, Chosen Name, and Colleague ID. Below this is an 'Edit Personal Identity' button. The 'Phone Numbers' section is highlighted with a red box. It contains a confirmation message: 'Last Confirmed On: 6/29/2026. Click to confirm that the phone(s) below is accurate as of today.' with a 'Confirm' button. Below the message is an 'Add New Phone' button. A table lists the current phone number(s):

| Phone Number | Type       | Remove or Edit |
|--------------|------------|----------------|
| [Redacted]   | Cell Phone |                |

If your Phone Number(s) are correct and up to date

1. Select the **Confirm** button.

This is a close-up of the 'Phone Numbers' section. It shows the confirmation message: 'Last Confirmed On: 6/29/2026. Click to confirm that the phone(s) below is accurate as of today.' and the 'Confirm' button. A red arrow points to the 'Confirm' button.

To edit a Phone number (if it is incorrect or needs to be updated)

1. Select the **Edit button (pencil icon)** for the Phone number you want to update.
2. **Update the phone details so they're current.**
  - a. This includes the **Phone Number**, **Extension** (if applicable), and the **Type** (e.g., Home Phone, Cell Phone, etc)
3. Select **Add Phone** to save changes.
4. You'll receive a notification that you have **"Successfully updated user profile"** after you save changes.

| Phone Number | Type       | Remove or Edit                                                                                                                                                       |
|--------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ██████████   | Cell Phone |   |

**Enter Phone Details** ✕

**Phone Number \***

**Extension**

**Type**

 **Successfully updated user profile.**

### To add a new Phone Number

1. Select the **+ Add New Phone** button
2. **Enter the Phone Details**
  - a. This includes the **Phone Number**, **Extension** (if applicable), and the **Type** (e.g., Home Phone, Cell Phone, etc)
3. Select **Add Phone** to save changes.
4. You'll receive a notification that you have **"Successfully updated user profile"** after you save changes.

The screenshot illustrates the process of adding a new phone number. It begins with a button labeled "+ Add New Phone". Clicking this button opens a modal titled "Enter Phone Details". This modal contains three input fields: "Phone Number \*" (with the example "555-666-7777"), "Extension" (with the placeholder "Extension"), and "Type" (a dropdown menu currently set to "Cell Phone"). Below the form are two buttons: "Cancel" and "Add Phone". A red arrow points from the "Add Phone" button to a green notification banner at the bottom of the screen. The banner features a checkmark icon and the text "Successfully updated user profile."

**+ Add New Phone**

Enter Phone Details

Phone Number \*

555-666-7777

Extension

Extension

Type

Cell Phone

Cancel

Add Phone

✓

Successfully updated user profile.

### To delete a Phone number

1. Select the **Delete** button for the Phone number you want to delete.
2. The **Remove Phone Number** prompt will ask: “Are you sure you want to remove” your phone number?
  - a. Select **Accept** to remove it.
3. You’ll receive a notification that you have “**Successfully updated user profile**” after you save changes.

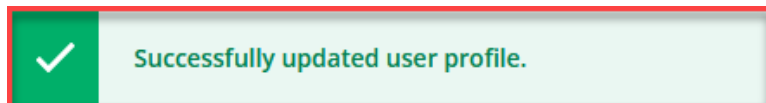
| Phone Number | Type       | Remove or Edit                                                                                                                                                         |
|--------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ██████████   | Cell Phone |   |

Remove Phone Number

Are you sure you want to remove ██████████

Cancel

Accept



**Important Note on Financial Aid: You can only have one cell phone number on file for electronic Financial Aid disbursements**

**To receive your Financial Aid disbursements electronically, you must have one and only one cell phone number on file.**

The phone number listed must belong to a **device that is in your possession** and not that of a parent, guardian, or other relative or friend. This is required to support **secure identity verification and communications** related to electronic banking transactions.

Please review your contact information and ensure that:

- **Only one phone number is designated as a cell phone.**
- The cell phone number listed is current and belongs to you.
- Any duplicate, outdated, or non-applicable cell phone numbers are [removed](#).

**Failure to maintain a single, valid cell phone number on file may delay or prevent the processing of your electronic Financial Aid disbursements.**

| Phone Number                                                                        | Type       | Remove or Edit                                                                                                                                                             |
|-------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Cell Phone |   |

Type

Cell Phone

## Troubleshooting problems

### Contact Student Technology Support

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

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