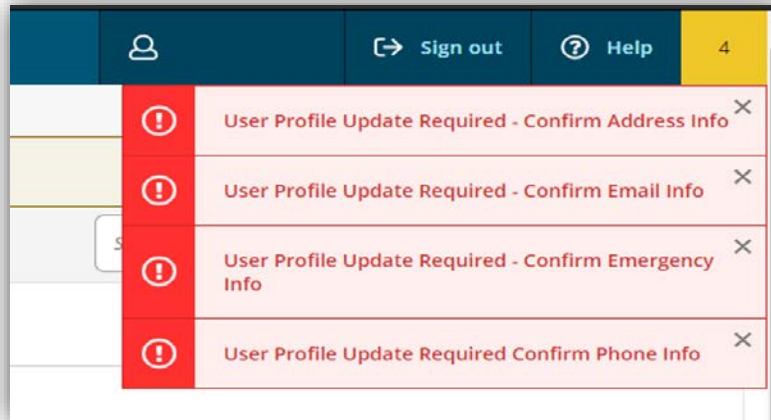


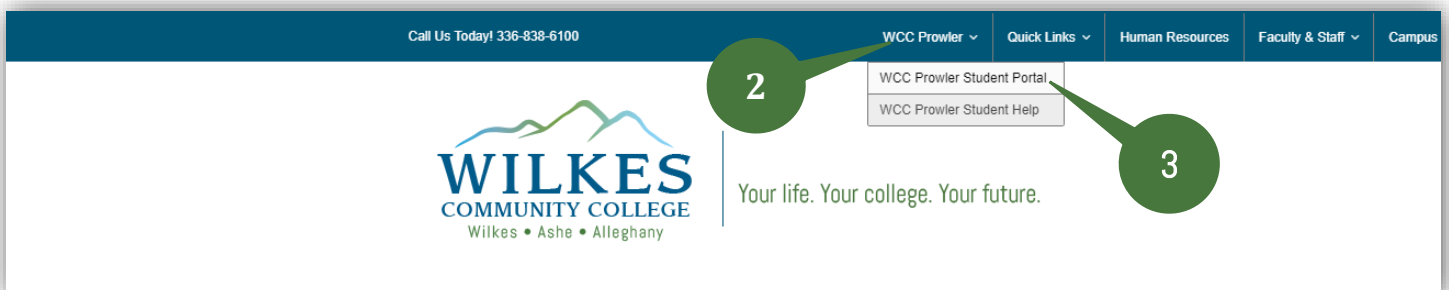
How to Update and Confirm your Contact and Emergency Contact Information

Every 180 days, you will be asked to confirm and/or update your mailing address, email address, phone number, and emergency contact information before you will be allowed to register.

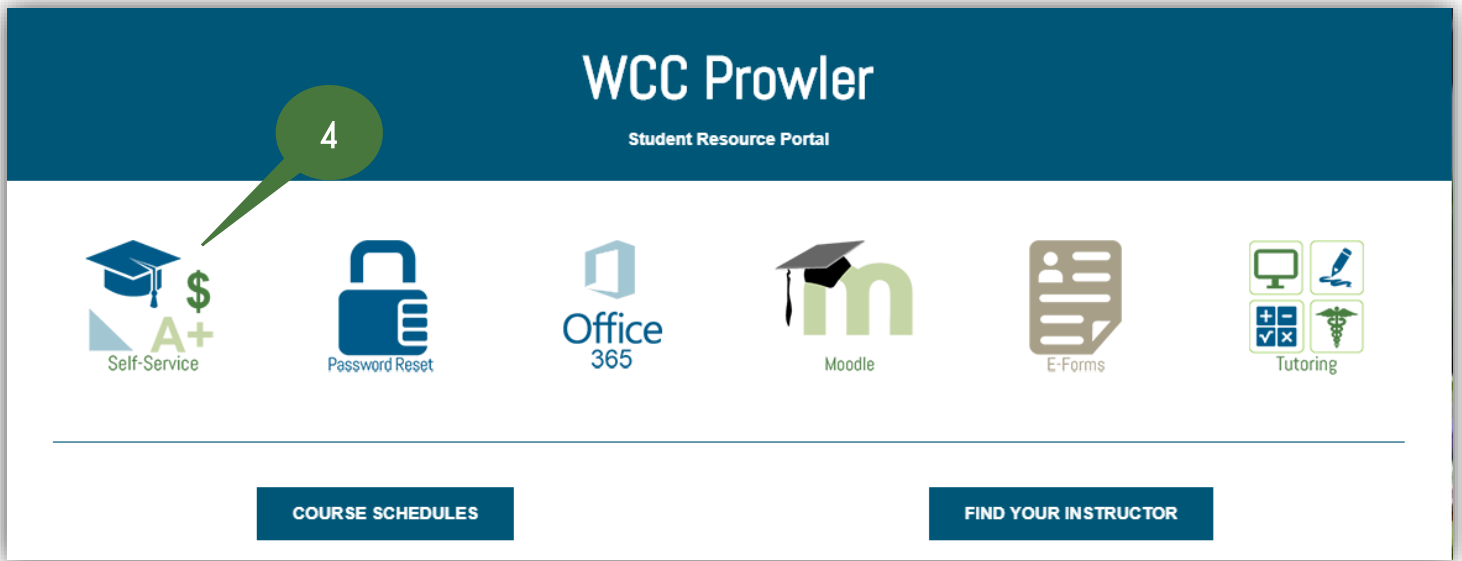


Follow the steps below to update and/or confirm your contact and emergency contact information.

1. Go to www.wilkescc.edu
2. Click on **WCC Prowler**
3. Click on **WCC Prowler Student Portal**



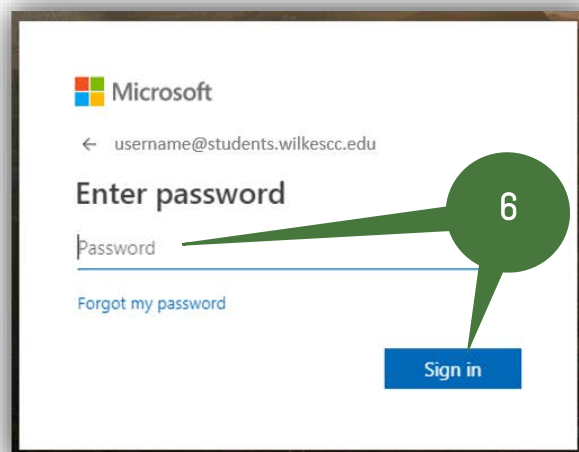
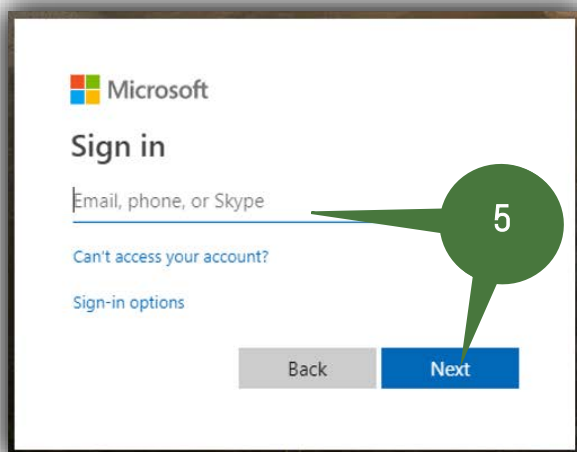
4. Click on **Self-Service**



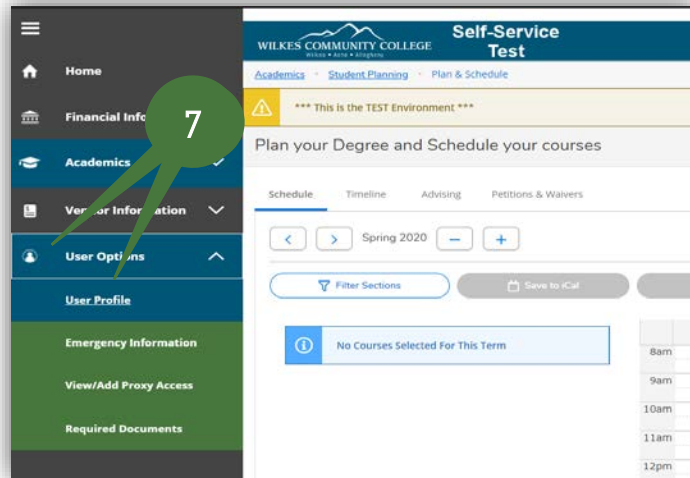
5. Enter your **WCC Email Address** and click **Next**.

Note: Your **WCC email address** is your **User ID@students.wilkescc.edu**. If you do not know your **WCC email address**, then go to <https://www.wilkescc.edu/wccprowler/wcc-prowler-help/> and follow the steps on the page to retrieve your User ID and/or reset your password.

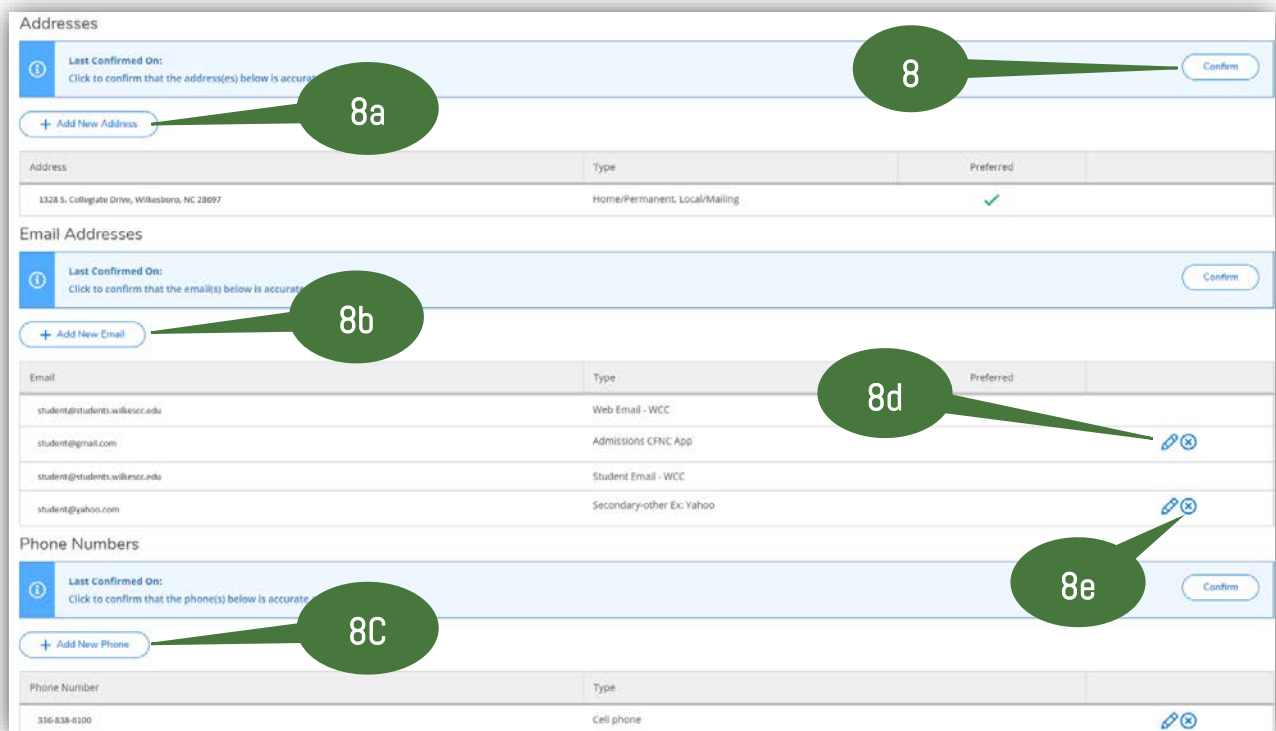
6. Enter your **password** and click **Sign in**.



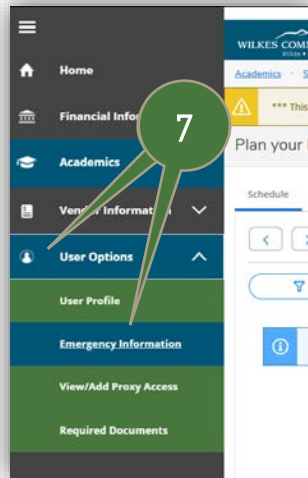
7. To update and confirm your mailing address, email address, and phone number, click on the **User Options** icon, and then click on **User Profile**.



8. If your mailing address, email address, and phone number are correct, then click the **Confirm** button for each one. If you need to update your mailing address, email address, and/or phone number, then follow the appropriate step(s) below.
 - a. To edit your mailing address, click the **Add New Address** button.
 - b. To add an email address, click the **Add New Email** button.
 - c. To add a phone number, click the **Add New Phone** button.
 - d. To edit an email address and/or phone number click on the **pencil** icon.
 - e. To delete an email address and/or phone number click on the **x** icon.



9. To update and confirm your emergency contact information, click on the **User Options** icon, and then click on **Emergency Information**.



10. If your emergency contact information is correct, then click the **Confirm** button. If you need to update your emergency contact information, then follow the appropriate step(s) below.
- a. To add an emergency contact, click the **Add New Contact** button.
 - b. To edit an emergency contact, click on the **pencil** icon.
 - c. To delete an emergency contact, click on the **x** icon

