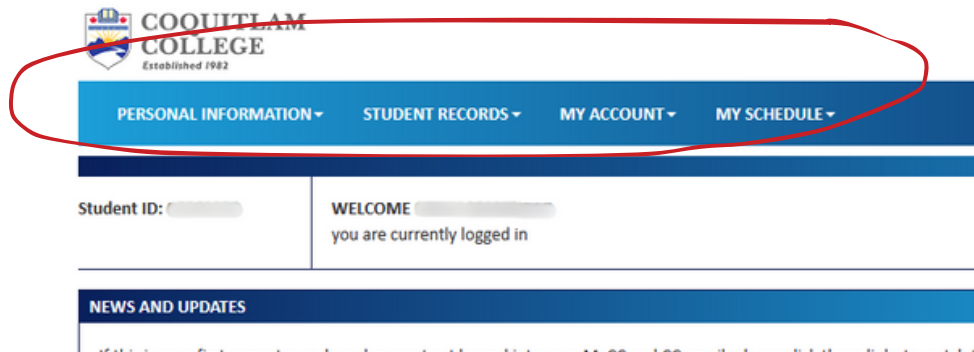
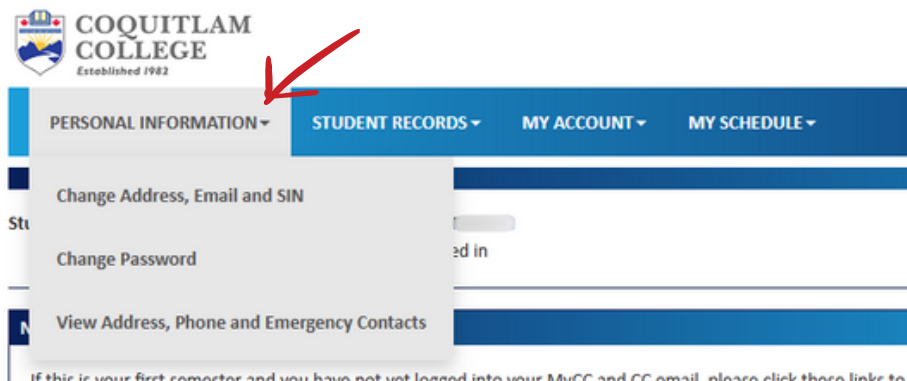


How to Change Personal Information on CC Student Portal

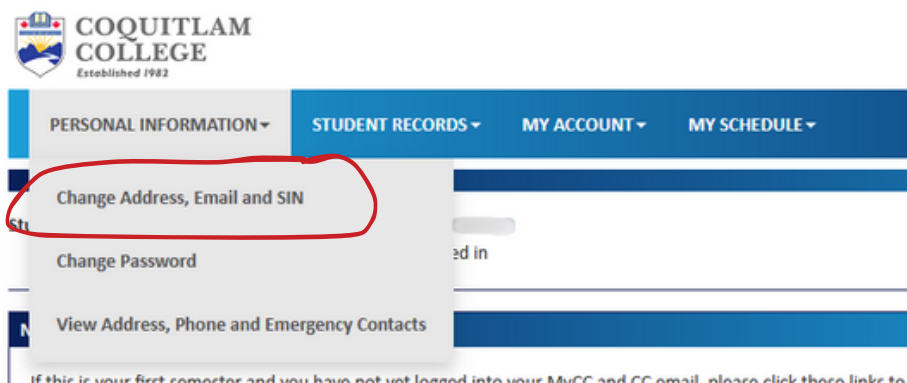
1. Log into the Student Portal as you normally would (mycc.coquitlamcollege.com)
2. You should see the following tab at the top of the portal.




3. Click on the '**PERSONAL INFORMATION**' tab on the far left



4. Click the first option that pops up '**Change Address, Email and SIN**'



5. Update your personal information. Ensure that your SIN, email address, and telephone number are current. **CLICK SUBMIT ONCE YOU ARE DONE.**



**COQUITLAM
COLLEGE**
Established 1982

PERSONAL INFORMATION ▾ STUDENT RECORDS ▾ MY ACCOUNT ▾ MY SCHEDULE ▾

Student ID:

WELCOME
you are currently logged in

Change your Address/SIN

For the 2019 tax year, Canada Revenue Agency (CRA) will require all designated educational institutions in Canada to file the T2202 Tuition and Enrolment Certificates forms. To prepare your T2202 form for the 2019 tax year, your Social Insurance Number(SIN) is now required. Subsection 237(1) of the Income Tax Act requires that you provide your SIN, upon request, to the preparer of the tax information slip. More information on this requirement can be found on the [CRA website here](#).

SIN:

Email:

Telephone:

Address line 1:

The address field is required.

Address line 2:

City:

The city field is required.

Province:

The province field is required.

Country:

Postal Code:

The postal code field is required.

SUBMIT

