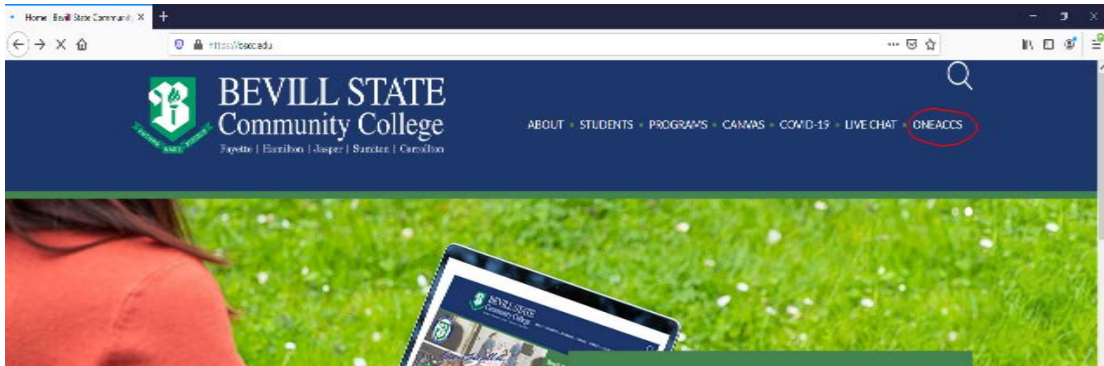


# How to Update your Email and Mailing Addresses: Step-By-Step Instructions

**Step 1:** Go to [www.bscc.edu](http://www.bscc.edu) and **click “OneACCS”** at the top right, next to “LIVE CHAT”.



**Step 2: Log into One ACCS using credentials based on this example:**

- Janice Doe, whose A-number is A08765432, and whose date of birth is 11/25/2001.
- Username: First initial (j) + full last name (doe) + last four digits of A-number (5432) followed by @student.bscc.edu
  - SAMPLE USERNAME: jdoe5432@student.bscc.edu
- Password: “BSCC” (all caps) + 6-digit DOB (112501)
  - SAMPLE PASSWORD: BSCC112501

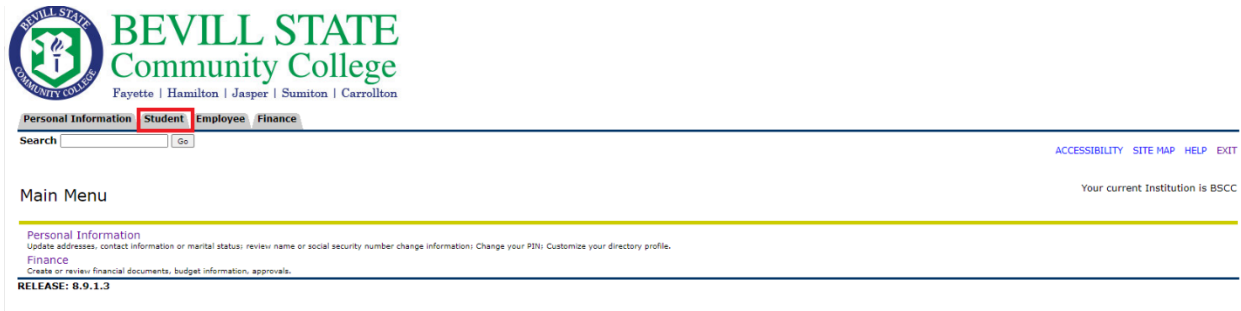
 ellucian.



Sign in to your account

Remember me on this computer

**Step 3:** You are now directed to the OneACCS student portal home page. **Click on the “Student” tab.**



**BEVILL STATE**  
Community College  
Fayette | Hamilton | Jasper | Sumiton | Carrollton

Personal Information **Student** Employee Finance

Search  Go

ACCESSIBILITY SITE MAP HELP EXIT

Main Menu Your current Institution is BSCC

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Personal Information  
Update address, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

Finance  
Create or review financial documents, budget information, approvals.

RELEASE: 8.9.1.3

**Step 4:** Several options will appear under the student tab. **Click on “Student Landing Page”.**



**BEVILL STATE**  
Community College  
Fayette | Hamilton | Jasper | Sumiton | Carrollton

Personal Information **Student** Employee Finance

Search  Go

RETURN TO MENU SITE MAP HELP EXIT

Student Your current Institution is BSCC

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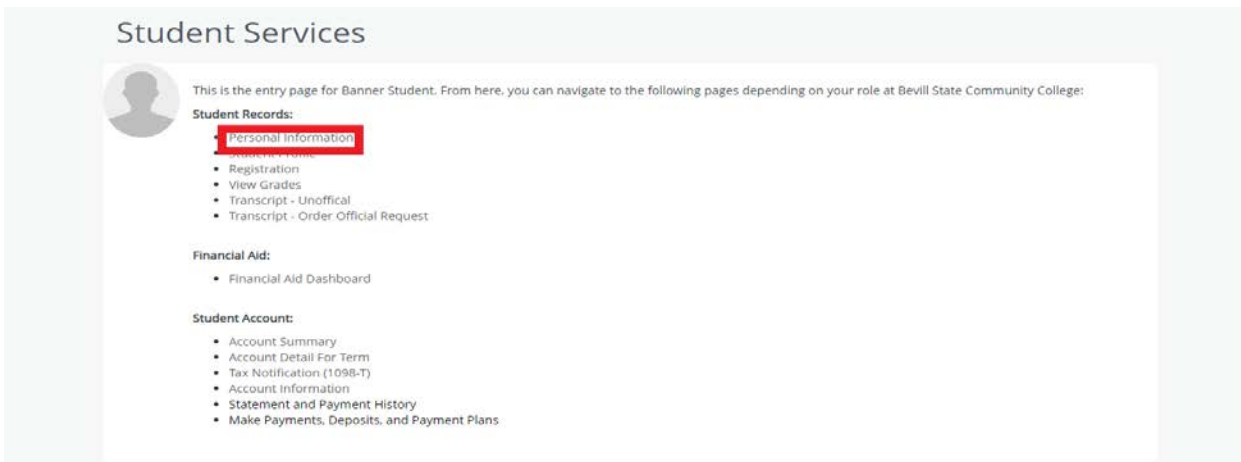
**Student Landing Page**  
This is the entry page for Banner Student. From here, you can navigate to Student Records, Financial Aid and Student Accounts.

Admissions  
Apply for Admission or Review Existing Applications

What is my ID (A-number)?  
What is my ID (A-number)?

RELEASE: 8.9.1.3

**Step 5:** You will be directed to the Student Services Landing page. **Under Student Records, click “Personal Information”.**



## Student Services

This is the entry page for Banner Student. From here, you can navigate to the following pages depending on your role at Bevill State Community College:

**Student Records:**

- Personal Information**
- Registration
- View Grades
- Transcript - Unofficial
- Transcript - Order Official Request

**Financial Aid:**

- Financial Aid Dashboard


**Student Account:**

- Account Summary
- Account Detail For Term
- Tax Notification (1098-T)
- Account Information
- Statement and Payment History
- Make Payments, Deposits, and Payment Plans

**Step 6:** You are now directed to your student profile. Click the “Personal Information” box.

My Profile

Profile picture Hello [Redacted]  
View, edit and update your general information records.



**Personal Information**  
View and update your biographical and demographic information.

**Step 7:** On the Personal Information page, you may add, edit, or delete any email addresses, mailing addresses, and phone numbers.

**Personal Details** [Edit](#)

<b>First Name</b> [Redacted]	<b>Middle Name</b> [Redacted]	<b>Last Name</b> [Redacted]
<b>Date of Birth</b> [Redacted]	<b>Marital Status</b> [Redacted]	<b>Legal Sex</b> [Redacted]
<b>Preferred First Name</b> [Redacted]	<b>Personal Pronoun</b> -	<b>Gender Identification</b> -

---

**Email** [+ Add New](#)

<b>Bevill State Community College (Preferred)</b> [Redacted] (Not Updateable)	[Redacted] (Not Updateable)	[Redacted] (Not Updateable)
<b>Personal email</b> [Redacted] <a href="#">Edit</a> <a href="#">Delete</a>	[Redacted] (Not Updateable)	

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**Phone Number** [+ Add New](#)

<b>Mailing (Primary)</b> [Redacted] <a href="#">Edit</a> <a href="#">Delete</a>	<b>Permanent Residence Phone (Primary)</b> [Redacted] <a href="#">Edit</a> <a href="#">Delete</a>	<b>Emergency Contact Phone</b> [Redacted] <a href="#">Edit</a> <a href="#">Delete</a>
<b>Permanent Residence Phone</b> [Redacted] <a href="#">Edit</a> <a href="#">Delete</a>	<b>Cell Phone</b> [Redacted] <a href="#">Edit</a> <a href="#">Delete</a>	<b>Mailing (Primary)</b> [Redacted] <a href="#">Edit</a> <a href="#">Delete</a>

If you have any questions regarding how to update your addresses or phone numbers, please contact on of our Campus Business Offices.

Fayette Campus: (800) 648- 3271 ext. 5110

Hamilton Campus: (800) 648-3271 ext. 5319

Jasper Campus: (800) 648-3271 ext. 5714

Sumiton Campus: (800) 648-3271 ext. 5203