How to Verify Address/Telephone Information

Students must verify/update address and telephone number. Student are prompted every 90 days to update and verify this information.
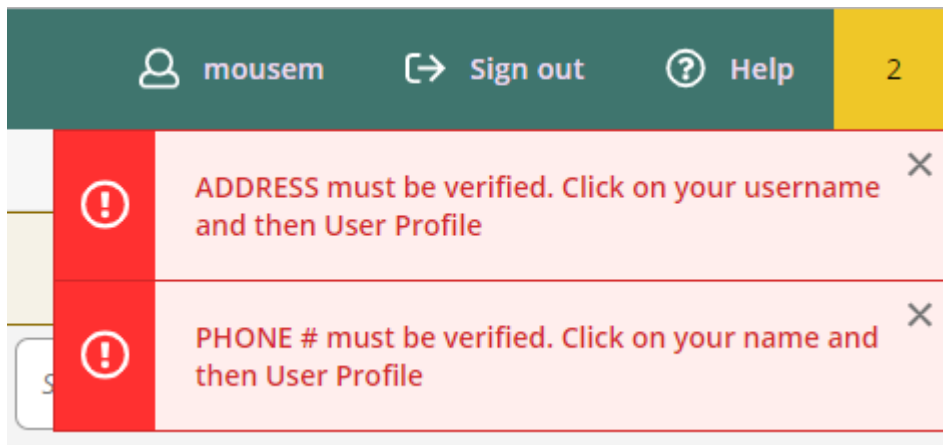
Go to www.rockinghamcc.edu

Click "MyRCC Login"

Click "Self-Service"

Click "Sign in" and enter your username and password
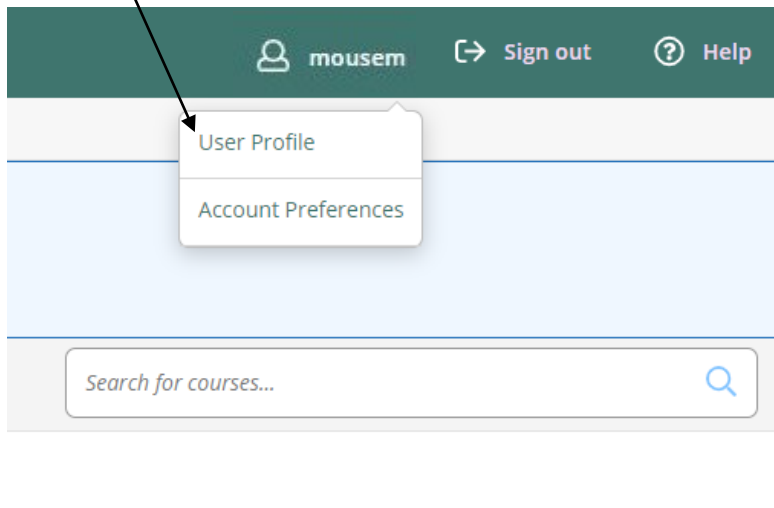
Click "Student Planning"

Click "Plan and Schedule"

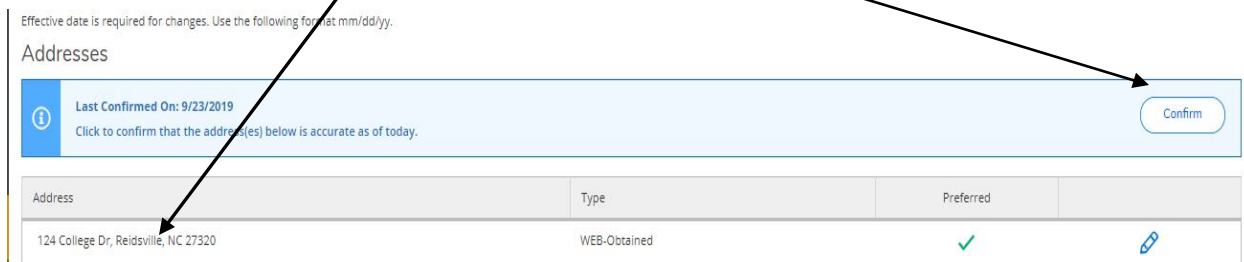Two messages are displayed in the upper right corner of the screen.

To verify address – Click on your username in the upper right corner of the screen
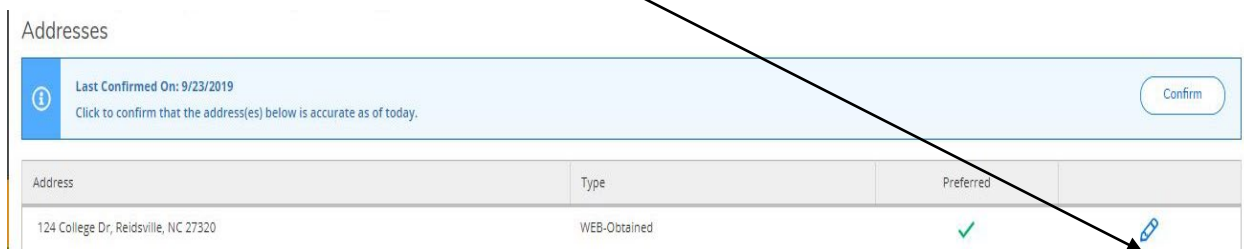
Click "User Profile"

The home address is displayed – if the address is correct – Click "Confirm"

If the address is not correct, click the "pencil" to edit address

Students are prompted to edit their address.

Enter your current information in the required fields (Address Line, City, State, and Zip Code).

Enter Address Details   ✕

☐ Outside US/Canada

Address Line 1 *

124 College Dr

Address Line 2

Address Line 2

City *

Reidsville

State/Province *

North Carolina   ▼

ZIP/Postal Code *

27320

Type

| Cancel | Update Address |

Click "Update Address"

Click "Confirm"

Addresses

| ⓘ | Last Confirmed On: 9/23/2019 Click to confirm that the address(es) below is accurate as of today. | | | Confirm |

| Address	Type	Preferred	
124 College Dr, Reidsville, NC 27320	WEB-Obtained	✓	✎

NOTE: Address changes are not updated immediately; students will see their new address reflected within one to two business days. This delay in updating does not prevent a student from registering.

To verify telephone number – Click on your username in the upper right corner of the screen
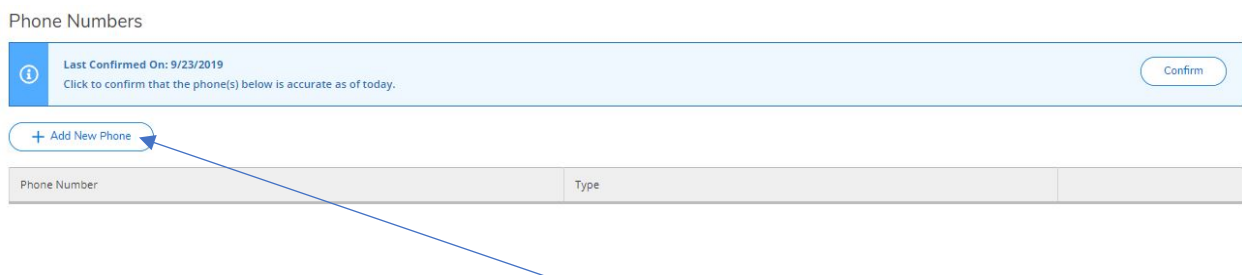
Click "User Profile"
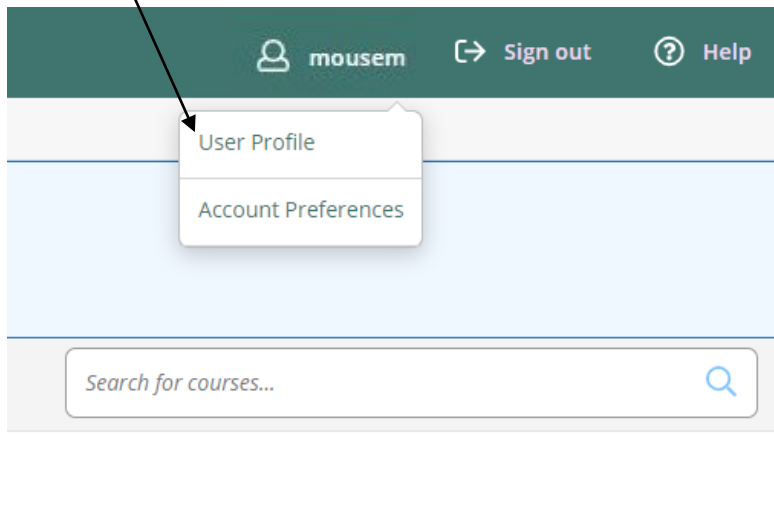
Telephone number information is displayed – if the telephone number is correct – Click "Confirm"
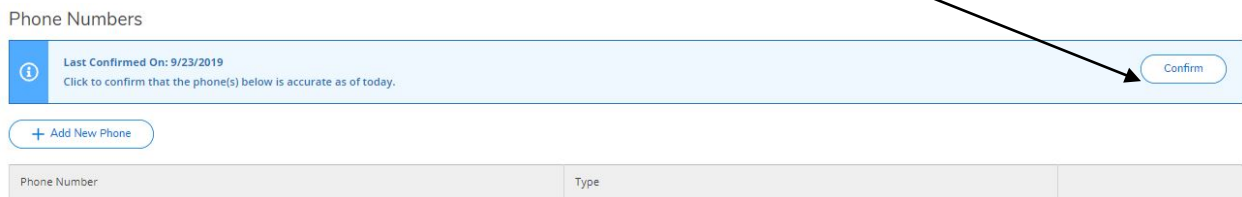
If the telephone number is not correct, click the "pencil" to edit telephone number

If no telephone number is listed, click "Add New Phone"

Type in telephone number including area code. For example: 3363424261 (no dashes or parentheses)

Select the Type

Enter Phone Details ✕

Phone Number *

Phone Number

Extension

Extension

Type

Home ▼

Cancel   Add Phone

Click "Add Phone"

Click "Confirm"

You have successfully updated/verified your address and telephone number.

NOTE: Phone number changes are not updated immediately; students will see their new phone number reflected within one to two business days. This delay in updating does not prevent a student from registering.

To verify all changes have been updated:

Click "Home" button located on the left hand side of the screen

Click "Student Planning"

Click "Go to Plan and Schedule"

If no messages appear in the upper right corner of the screen, you have successfully verified address and telephone number.

If you need technical support, contact Technology Support Services at 336.342.4261 extension 2877 or helpdesk@rockinghamcc.edu.