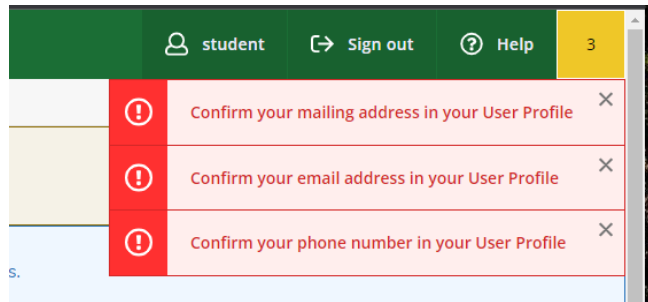
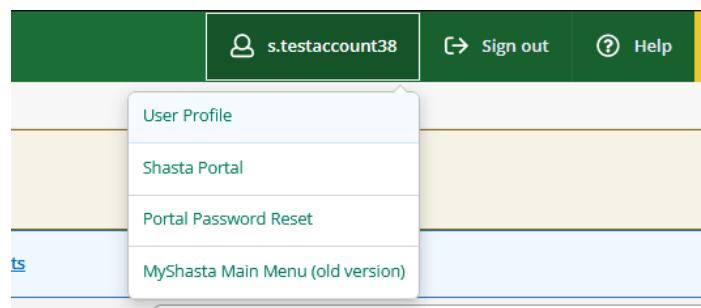

Address, Phone, and E-mail Update/Confirmation Enforcement Process

On the Plan & Schedule page in MyShasta, all users will receive this error message, directing them to their User Profile to update and then confirm their contact information. Until all three sets of data are confirmed, the user will not be able to make ANY changes to their registrations (existing registrations or registration attempts).

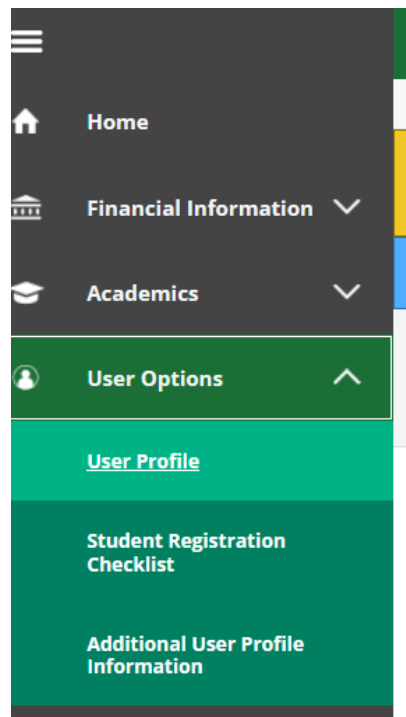


The User Profile can be accessed in two locations:

1. By clicking on their username at the top of any page.



2. By clicking on the User Profile under User Options in the menu on the left-hand side of the page.



Addresses: Options to either *Confirm* or *Add New Address*.

Email Addresses: Options to either *Confirm* or edit their email address. If a user doesn't have an email address, they are given the option to add one. SC employees cannot change their SC email address.

Phone Numbers: Options to either *Confirm* or *Add New Phone* or edit an existing one. Option to confirm "Text Authorized" number.

The screenshot shows a user profile page for 'Student Testaccount'. It includes sections for 'Addresses', 'Email Addresses', and 'Phone Numbers'. Each section has a 'Last Confirmed On' message with a 'Confirm' button. A red arrow points to the 'Confirm' button in the 'Addresses' section.

Addresses

Last Confirmed On: Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

[+ Add New Address](#)

Address	Type	Preferred	Remove and Edit options
1 Test Drive, Redding, CA 96002	Home/Office	✓	

Email Addresses

Last Confirmed On: Click to confirm that the email(s) below is accurate as of today. [Confirm](#)

[+ Add New Email](#)

Email	Type	Preferred	Remove and Edit options
fake.email@shastacollege.edu	Personal	✓	Edit Remove

Phone Numbers

Last Confirmed On: Click to confirm that the phone(s) below is accurate as of today. [Confirm](#)

[+ Add New Phone](#)

Phone Number	Type	Text Authorized	Remove and Edit options
555-555-5555	Personal Phone		Edit Remove

Once a field has been confirmed, today's date will populate into the blue message above it. The user will be required to reconfirm 90 days from that date.

This block shows a close-up of the 'Last Confirmed On' message and the 'Add New Address' button. The message indicates the last confirmed date is 3/31/2022.

To view additional information about your account, go to the [Additional User Profile Information](#) page.

Addresses

Last Confirmed On: 3/31/2022
Click to confirm that the address(es) below is accurate as of today. [Confirm](#)

[+ Add New Address](#)

***** All three data fields must be CONFIRMED before the user will be cleared to register. Just adding new data or updating existing data will not fulfill this requirement. The student must actually click CONFIRM on each category. *****