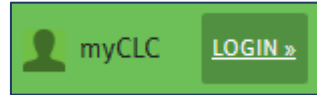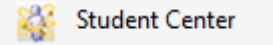# Confirm Personal Information

The **Confirm Personal Information** tile and "To Do" list task item will appear for each new term. Please follow the guide to confirm your contact information. Once confirmed the "To Do" list item will automatically be marked as completed for the term.
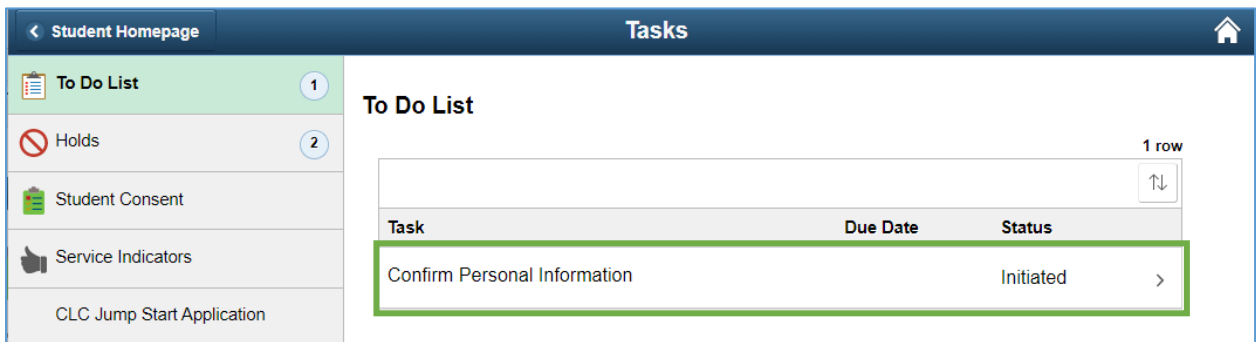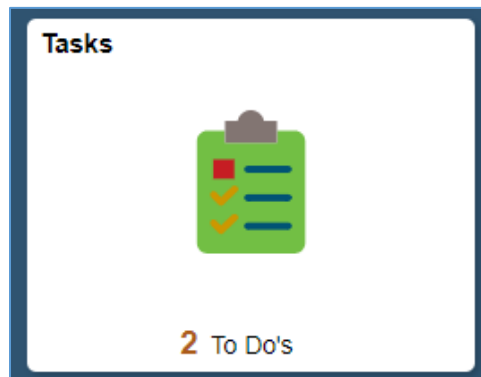
1.  Log into **MyCLC** at the bottom of the CLC Website:
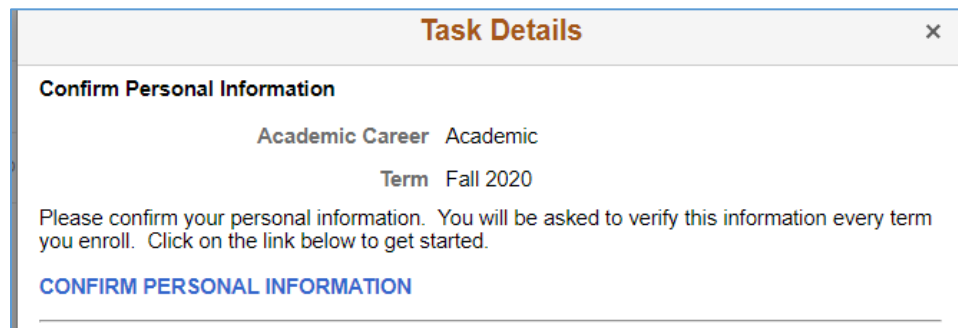
    Then click on Student Center under the Launchpad on the left hand side:

2.  You will notice a new "To Do" item under the Tasks tile:
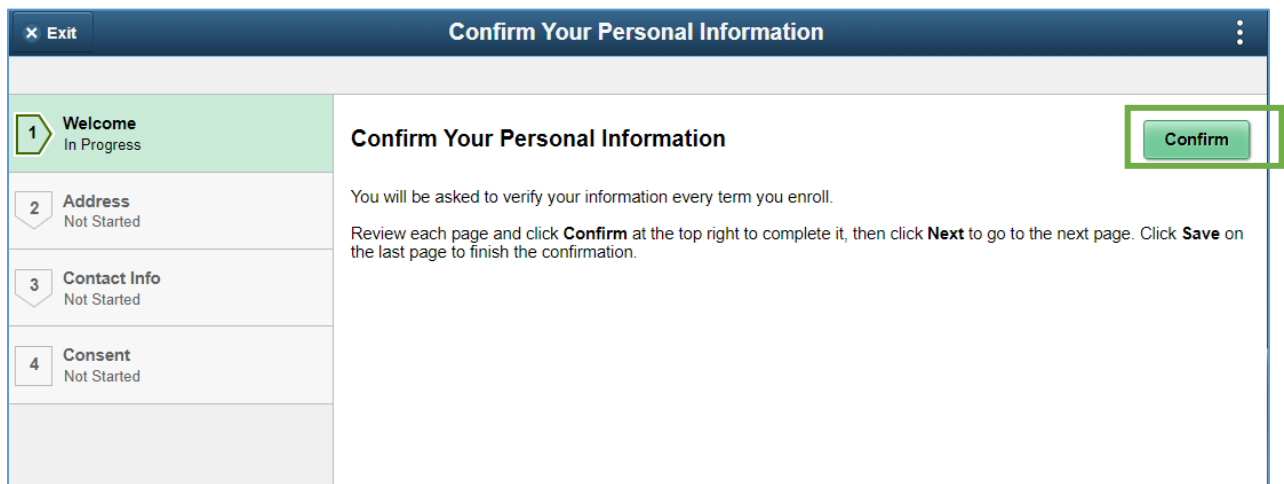
Click on the task to review the details. Click on the link to go to the confirmation:
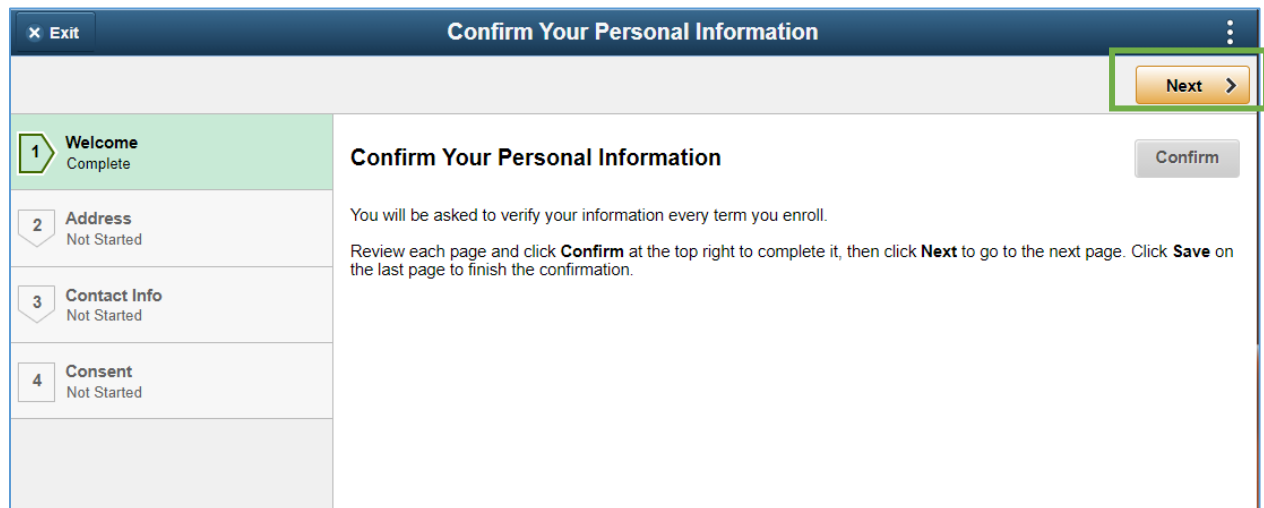
You can also click on the **Confirm Personal Information** tile on your homepage:



3. Click **Confirm**:



Then click **Next**:

4. Review your Home and Mailing address. Update/add as needed. Click **Confirm**, then click **Next**.



5. Review your email address and phone numbers. You can add, edit or delete your home email address but student email cannot be deleted or changed. Click **Confirm**, then **Next**:

6. Review the CLC alert consents. Make changes as needed then click **Save**.

| Confirm Your Personal Information |
|---|

× Exit | Confirm Your Personal Information | ⋮

‹ Previous

| | | |
|---|---|---|
| 1 Welcome Complete | | Save |
| 2 Address Complete | **CLC Student Consent** | 2 rows |
| 3 Contact Info Complete | | ↑↓ |
| 4 Consent In Progress | | |

**N** DO NOT Send Me CLC Alerts

CLC has an alert notification system that is activated during an emergency situation such as severe weather alerts, emergency building concerns, intruders or potential pandemics on or near CLC's campuses. Those who are registered will receive the message within minutes of it being sent. Registered phone numbers will receive a voice message; e-mail addresses will receive an email message; and cell phones will receive a text message. If you need to add/modify these communication devices, please use Self Service and allow 24 hours to take effect.
Mark 'Y' if you DO NOT wish to receive these emergency alerts (Note, however, that you will still receive alerts to your CLC student email).

Note: The College of Lake County uses a non-emergency communication system to send text messages to prospective and enrolled students. You will receive separate welcome messages from each program area and you can opt in and out of these messages separately.

**N** Mail Me Paper Bill Statements

Mark 'Y' if you wish to receive the bill statements through US mail(Note, that you will still be able to view your bills on Student Self Service).

7. You have now completed confirming your contact information. Click **Finish** to return to the Student Homepage. The "To Do" list item is now complete.

‹ Student Homepage | Complete | 🏠 ⋮

**Confirmation Complete**

Thank you for confirming your personal information. Click **Finish** to return to your Homepage.

Finish