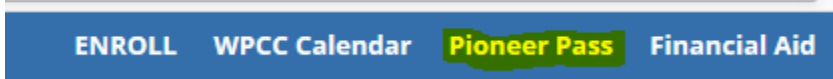
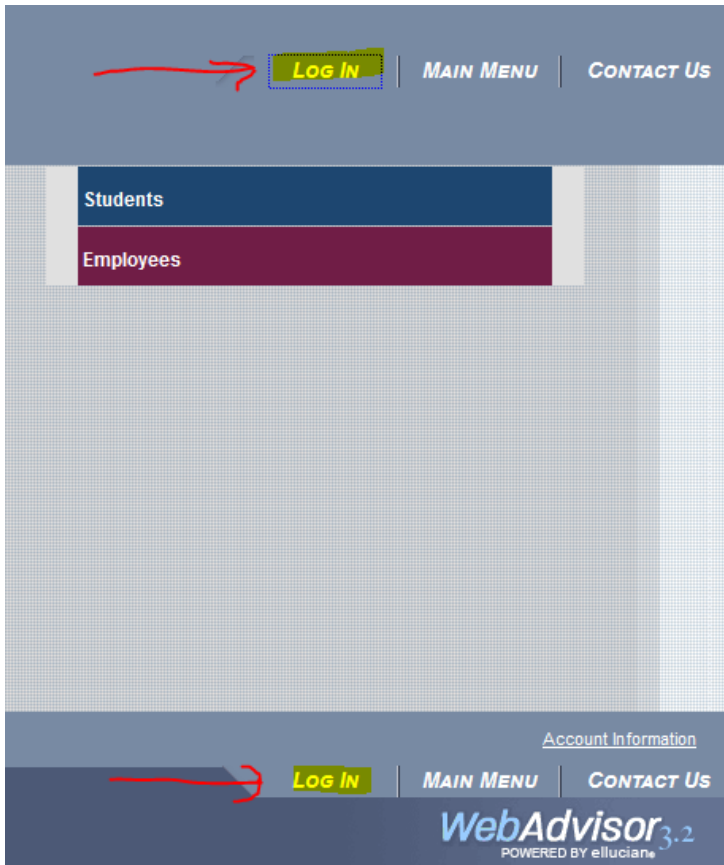


How to update Address/Phone Contact Information in Pioneer Pass

1. Access Pioneer Pass from the link on the college website: www.wpcc.edu



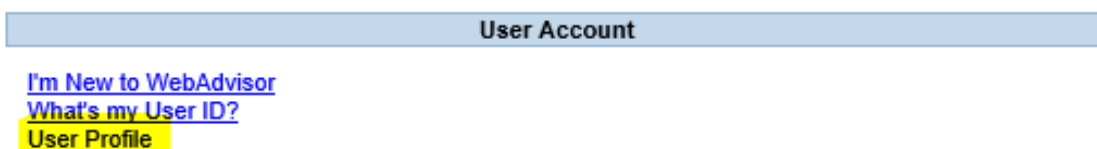
On the main page for Pioneer Pass: <https://pioneerpass.wpcc.edu>, click login at either the top or bottom of the page.



2. Click the Students menu:



3. Under the User Account menu, click on User Profile. This will open a new tab showing the page where you can update/modify both physical addresses and phone numbers.



Addresses

Near the top of the page is a section for Addresses.

Addresses

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

Confirm

Add New Address

Address	Type	Preferred
1000	<input checked="" type="checkbox"/>

Options:

1. **Confirm:** If the address listed is correct, you can click the Confirm button.

A notification will appear at the top of the page, and the date confirmed will also show in the Address section of the page.

User Profile Information confirmed on 1/5/2018

Addresses

Last Confirmed On: 1/5/2018
Click to confirm that the address(es) below is accurate as of today.

Confirm

2. **Update/Add:** If you need to update the address, click the “+” symbol to add a new one.

A window will pop up where you can enter information for the new address. Items with a “*” are required. When finished, click the Add Address button.

Enter Address Details

Outside US/Canada

Address Line 1 *

Address Line 2

City *

State/Province *

ZIP/Postal Code *

Type

Cancel **Add Address**

Phone Numbers

At the bottom of the page is a section for Phone numbers.

Phone Numbers

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

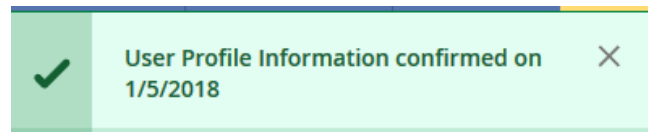
+ Add New Phone

Phone Number	Type	
██████████	Home	X Pencil
██████████	Cell phone	X Pencil

Options:

1. **Confirm:** If everything is correct, click the Confirm button.

A notification will appear at the top of the page, and the date confirmed will also show in the Phone Numbers section of the page.



Phone Numbers

i **Last Confirmed On: 1/5/2018**
Click to confirm that the phone(s) below is accurate as of today. Confirm

2. **Remove:** If any numbers are incorrect, click either the “X” icon to remove the number, or the pencil icon to edit the number.

A window will pop up asking you to confirm deletion of the number. Click the Accept button.

Remove Phone Number X

Are you sure you want to remove ██████████

Cancel Accept

3. **Edit:** a window will pop up for you to make changes to the number, extension, and type of phone. Click the Update Phone button once changes are made.

Enter Phone Details ✕

Phone Number *

Extension

Type

Cancel Update Phone

4. **Add:** If a completely new number needs to be added, click the “+” icon to add a new phone. A window will pop up for required information. Choose the type of phone number being added (Cell or Home). Then click the Add Phone button.

Enter Phone Details ✕

Phone Number *

Extension

Type

Cancel Add Phone