How to Update your local/mailing address

The step-by-step instructions for students to update local address/mailing address:

2. Click on Log In to log in MMC Connect.

3. Click on STUDENTS.

4. If this is the first time you log in MMC Connect as a student and when you click on Students, you will see the following screen. If you’re a commuter, you will be asked to enter local address, your contact number, and emergency contact person and phone number. If you’re a resident and has a dorm address, you will be only asked to enter your personal contact numbers and emergency contact information.
5. After filling out the required information, click the SUBMIT button. After the system successfully takes in your submission, a THANK YOU message will be displayed to you. Click the OK button to exit out the screen.

6. The local address and emergency contact information is required to be updated periodically. When you log in MMC Connect and click on STUDENTS, you will be periodically popped up with the screen indicated earlier to update the information. Alternatively, you can go to the STUDENTS menu and click on the Update Local Address link to update the information whenever there is a change.

7. For changing your mailing address, you can use the Update Mailing Address link to provide your latest mailing address. Please note: the mailing address can be entered the same as the local address.