




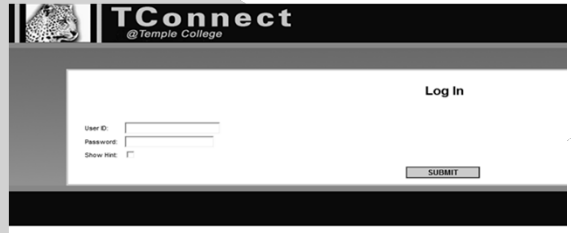

## Updating Student Records

### Temple College Continuous Orientation



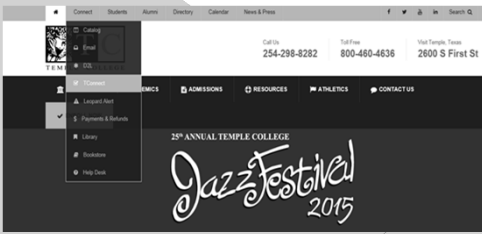

## Updating Student Records

Update your address online via TConnect.

## TConnect Registration

Go to [www.templejc.edu](http://www.templejc.edu) and click on Connect, then TConnect.

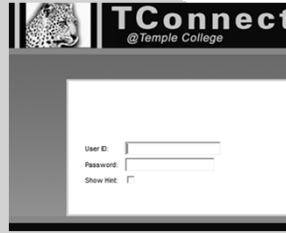

## TConnect Registration

Your User ID is your last name First initial of your first name and Last three digits of your student ID

Your 6 digit password is your birthday (mmddyy) unless you have already accessed TConnect, then you have already set a password.

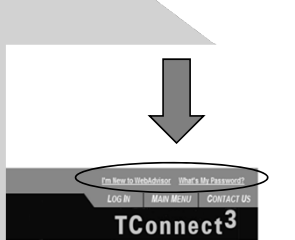

Example:  
John Doe ID#0123456  
Birthday January 1, 1975

User ID: doej456  
Password: 010175





## TConnect

If you cannot remember your log in or password scroll down to the bottom of the TConnect page and click on "I'm New to WebAdvisor" or "What's My Password?"

## Submit Change of Address



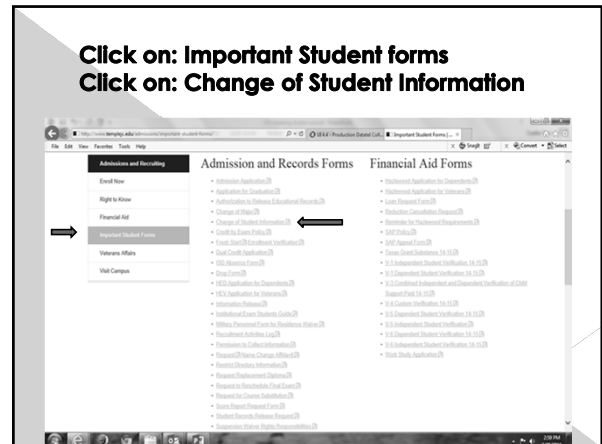
Once logged in, select Search for Credit Classes

**Slide 6**

---

**CT1**

Cuellar Toni, 2/25/2015



### Change of Student Information Form consist of:

- **Address Change** – If changing from out-of-district/out-of-state to In-District, you MUST fill out the REQUEST FOR CHANGE OF RESIDENCY form. You must meet the residency requirements to qualify for In-District tuition. (Please see the Temple College catalog under residency requirements or see an Admissions and Records Specialist for details) and provide approved documentation as required by the college. Approved documentation includes: Rental/Home Lease, Utility Bills, or Tax Documentation.
- **Change of Contact Number**
- **Correction of Social Security number or Date of Birth**
  - › Change of Social Security Number requires a copy of your Social Security Card.
- **Name Change**
  - › Must provide the approved documentation as required by the college. Approved documentation includes: Drivers License, TX ID card, Marriage License, Divorce Decree, Court Order, or a Social Security Card.

### Admissions and Records Contact Information

- Complete form and submit to Admissions and Records – located in the One College Centre (OCC)
- Phone Number: 254-298-8300
- Fax Number: 254-298-8288
- Mailing address:  
 Temple College  
 Attn: Admissions and Records  
 2600 South First Street  
 Temple, Texas 76504-7435

## Refresher

- Office365
  - › Office 365 Help Desk WTC 511
- eMail
  - › There are Tutorials for email and Office 365: Resources\eLearning\ eLearning Tour <http://ww3.templejc.edu/prodev/DEtour/index.html>
- TRIO
  - › Provides counseling, tutoring, and support
    - Check the TRIO web site to see if you qualify <http://www.templejc.edu/resources/tutoring/trio-program/>