



Updating Your Emergency Contact Information In PASSPORT (Students)

Log on to PASSPORT

Use your Student ID or Social Security Number and PIN to log on:

- In the first field, enter your Student ID without spaces or dashes.
- In the second field, enter your PIN (Personal Identification Number). As a default, **PASSPORT** establishes a four-digit PIN composed of the month and year of your birth (MMYY). For example: If born on May 6, 1981, the default PIN would be "0581".
- **NOTE:** Please remember to change your PIN after logging on for the first time. This is done using the **Change PIN** option on the **Profile** dropdown menu (described later).
- If you have any difficulty with your PIN number, contact an Academic Advisor at 863-297-1000, or the Office of Enrollment Management at 863-669-2305 during office hours.

PSC Personal Access to Student Services Polk Online Registration Tool
Polk State College

PASSPORT

Public Access
{No Password Required}

Student Access
{Password Required}

Student ID: ←

PIN: ←

Logon Help

Faculty/Staff Access
{Password Required}

Logon ID: Log on with your network ID.

Password:

Logon Help

Student Help Using Passport
Faculty Help Using Passport
Search for Open Courses
Admissions
Course Descriptions
Course Schedules
Academic Calendar
Information Requests
College Catalog
FACTS
Financial Aid
PSC Home Page
Non-credit Student Home

Polk State College
999 Avenue H NE
Winter Haven, FL 33881-4299
Legal | Privacy | Contact



Updating Your Emergency Contact Information In PASSPORT (Students)

Updating Your Contact Information

- On the **Student Home Page**, select **Change Address** from the **Profile** dropdown menu.

PSC Personal Access to Student Services Polk Online Registration Tool
PASSPORT DISCOVER YOUR FUTURE

Home Advising Registration Payment Financial Aid Records Information **Profile**

Quick Links

- View your Status, Orientation and Testing
- Add/Drop Classes
- View Transcript
- FACTS.org
- Advising Information
- Class Schedule
- Pay Fees by Credit Card

My Details

Student ID: T99000010
 Name: Test Student
 Mailing Address: 1000 No Street, Lakeland, FL, 33803, US
 Home Phone: (863) 297-1002
 Work Phone: (863) 297-1001
 Cell Phone: Not Recorded
 Email Address: Not Recorded
 Academic Status: Clear Academic Standard
 Primary Objective: 39999 - Unknown Program - See Admissions
 Security Question: **Please enter this NOW.**

My Calendar

August 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jump to month: August 2009

My Financial Summary

Fall 2009 Go

Total Amount	\$0.00
Paid by Exemptions	- \$0.00
Paid by Financial Aid / Other	- \$0.00
Paid by Check/Cash/Credit Card	- \$0.00
Balance Due	= \$0.00
Total Amount Due	\$0.00



Updating Your Emergency Contact Information In PASSPORT (Students)

- In the **Profile**, add or update your **Home Phone**, **Work Phone**, **Email Address**, and **Cell Phone** fields as appropriate.
- Press the **Update** button at the bottom of the screen to save your updated information.

PSC Personal Access to Student Services Polk Online Registration Tool
PASSPORT DISCOVER YOUR FUTURE

Home Advising Registration Payment Financial Aid Records Information Profile Logoff

Student Information Successfully Displayed

After your Address Change is completed successfully, go to your Student Home Page to view the updated information.
*** To change your city/state you must change your zip code. ***

Personal Information:

Address: 1000 NO STREET
City: LAKELAND State: FL Zip: 33803
Country: US
Home Phone: (863) 297-1002
Work Phone: (863) 297-1001
Email Address: myemail@polk.edu
Cell Phone: (863) 555-1212

Emergency Contact:

Contact Name: Relationship: Brother
Address: 1000 NO STREET
City: LAKELAND State: FL Zip: 33803
Country: US
Work Phone:
Home Phone:

Update

Note: Text Alerts will be sent to your cell phone number, unless you elect to opt out of the PSCAlert service.

What to do if you have any problems using PASSPORT

If you have any difficulty using **PASSPORT**, contact an Academic Advisor at 863-297-1000, or the Office of Enrollment Management at 863-669-2305 during office hours.