



## Updating Your Personal Information

1. Go to hancockcollege.edu and select myHancock on the top banner.



2. Login with your student credentials

A screenshot of the login page. It features the Allan Hancock College logo at the top. Below the logo are two input fields: "USERNAME" with the text "Student.test" and "PASSWORD" with a masked password "\*\*\*\*\*". There is a "SHOW PASSWORD" checkbox below the password field. A blue "Login" button is positioned below the fields. Below the button are links for "Forgot Password" and "Forgot Username?". At the bottom, there is a yellow button labeled "New Hancock College Users" and a note: "First time logging in? Set your password with the gold button:".

3. Scroll down to the widgets and locate Account Info. Next, click on Update Personal Information

A screenshot of the "Account Info" widget. It displays the user's "SSO Username" and "OTP Phone Number", both of which are redacted with black bars. Below the redacted information are three blue buttons: "Change your password", "Update Personal Information", and "One Time Passcode settings".

4. Make any corrections necessary and click update