



ADDRESS CHANGE, PHONE/EMAIL CHANGE

It is the responsibility of each student to keep contact information up-to-date.

Update your address, phone number(s) and email address online!

In [myBTC portal](#)

- Find the Profile tab and click Change Contact Info
- Enter changes
- Click "Submit"

Use the [Address Change Form](#) if you would like staff in the Registration office to update your contact information for you in the registration system.

If you are a student who receives Financial Aid, you must also notify the Financial Aid Office.

If you are a student employed at BTC (including Work Study and ASBTC Officers), must also notify the Human Resources Office at hr@btc.ctc.edu.

end