

Changing Your Contact Information

- 1) Log into <https://webamc.annamaria.edu> using your username and password:



a.

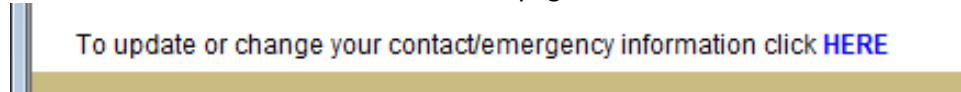
- 2) Once Logged in, go to the **Settings and Tools Menu** and choose **AMC Information**



Personal Information
AMC Information
Change Password
Global Variables

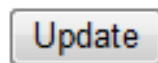
a.

- 3) You will be shown the contact information we have on file for you. To change the contact information **Click** on the link at the bottom of that page:



a.

- 4) You will be brought to a pre-populated form where you can update the necessary information. Once completed click on **Update**:



a.

- 5) You will be sent a confirmation email with the changes you requested. Please allow for 24-48 hours for the information change to take effect.

If you have any problems, please contact Michael Miers at mmiers@annamaria.edu