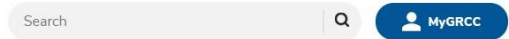


Verifying Personal Information

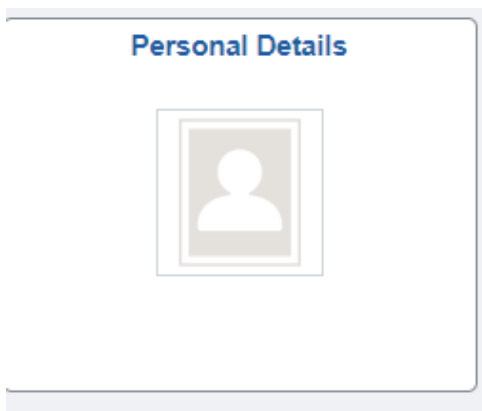
1. Access the college's web page at www.grcc.edu
2. Click the link for the "MyGRCC"



3. Click on the GRCC Online Center tile



4. Log in with your User ID (W#) and password
5. Click on the Personal Details tile



6. Review the following by clicking on the options on the left side of the screen
 - Addresses – W2 will be mailed to home address, unless there is a different mailing address
 - Contact Details – verify preferred email address for electronic W-2's
 - Additional Information – click on Social Security Number link to review full number
7. If any of the above information is missing or inaccurate, please email Nicole Dekker at nicoledekker@grcc.edu to update it.
8. Sign out using the oculus (three dots) in the upper right corner.