

Introduction

This quick reference guide contains step by step instructions on how to:

1. Enter or Update the student's current address using Online Services (for Students).

Step by Step Instructions – How to Update the Student Address using Online Services

- 1. Open Online Services (for Students):** The link to the online services site for students is <https://ssb.ancheim.ie/its/>.

2. Select 'Enter Secure Area'

[Enter Secure Area](#) ← Click here

Login here to access Web For Faculty/Student.

[Apply for Admission](#)

Enter a new application or return to complete an application.

[Programme Catalogue](#)

[Open Public General Surveys](#)

Please check if you have any pending Public General Survey to answer.

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3. Enter Login Details

User Login

Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login.

When you are finished, please Exit and close your browser to protect your privacy.

User ID:

PIN:

Login

Forgot PIN?

Enter Student ID and Pin and then click **Login**. This is same Student ID and Pin you used to Register Online.

- 4. Select 'Personal Information' from the Online Services main menu**

Student Services & Financial Aid

View your academic records and Financial Aid

Personal Information

Change your PIN; Change your security question.

← Click here

[Return to Homepage](#)

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- 5. Select 'Update Address(es) and Phone(s)' from the Personal Information**

[Change PIN](#)

[Change Security Question](#)

[View Address\(es\) and Phone\(s\)](#)

[Update Address\(es\) and Phone\(s\)](#) ← Click here

[General Surveys](#)

Please check if you have any pending General Survey to answer.

[Review General Surveys results](#)

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Step by Step Instructions – How to Update the Student Address (Continued)

6. Select 'Current' under the Addresses and Phones section

Addresses and Phones

Mailing	Phones
<p>Current: Sep 01, 2008 to (No end date) Primary: None Provided</p> <p>IT Sligo Ash Lane Sligo, Sligo Ireland</p>	

Click here

7. Enter or Update your address in the Address Line 1, Address Line 2, Address Line 3, City, County and Nation boxes where appropriate.

Valid From This Date:DD/MM/YYYY

Until This Date:DD/MM/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text" value="0871234567"/> <input type="text" value="x"/>

Enter/Update Address here.

8. Select 'Submit' to save your new Address.

Primary Phone Number For This Address:

Area Code	Phone Number	Extension	International Access Code	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text" value="0871234567"/> <input type="text" value="x"/>

Phone Type

Phone Type	Area Code	Phone Number	Ext.	International Access Code	Phone Number
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	OR	<input type="text"/>

Click here