

# How to Complete Action Items

1. Begin by going to your [MyDC](#) homepage.
2. Select **Self-Service Log In**.

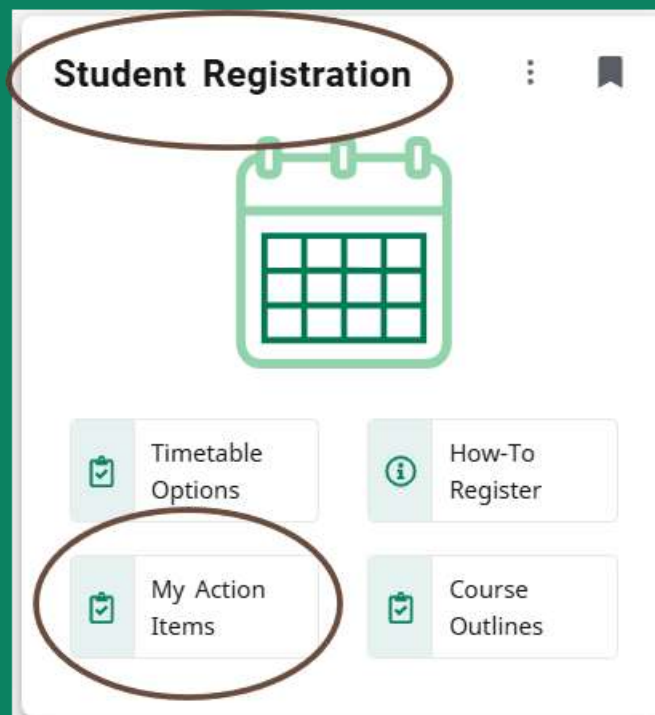
**SELF-SERVICE LOG IN**

3. Log-in to the Portal using your 9-digit student ID (beginning with 100 or 101) and password.

**Please visit [IT Services](#) for password information.**

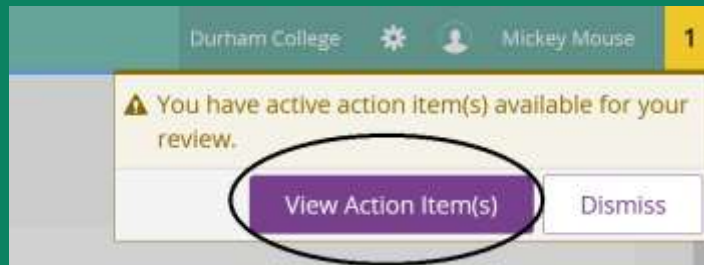
**If you have issues, please contact IT Services at 905-721-3333 option #1**

4. Once logged-in, click “My Action Items” on the Student Registration card.

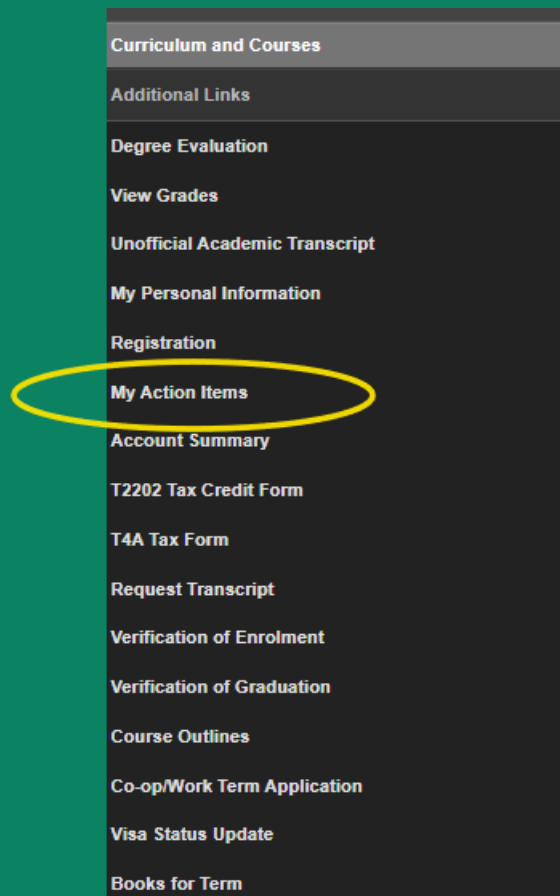


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5. If the pop-up comes up in the top right corner, click "View Action Item(s)"

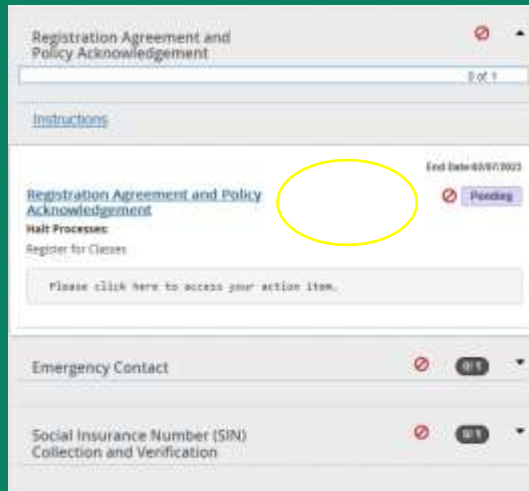


If the pop-up does not show, click "My Action Items" under Additional Links.

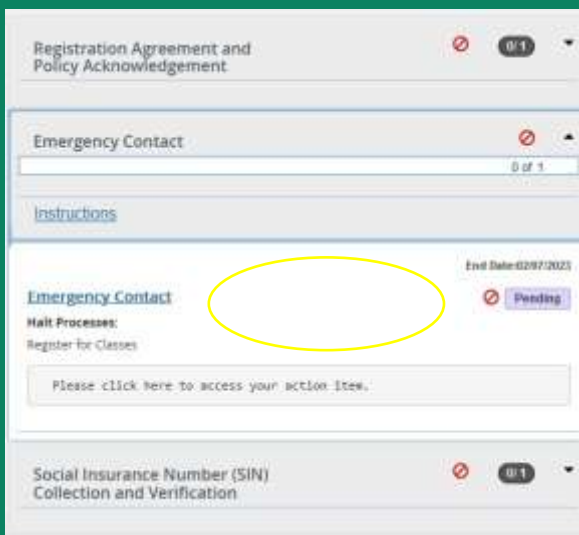


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6. You may have 1 – 3 action items that you need to complete.
  - a. Registration Agreement and Policy Acknowledgement:  
Select the item by clicking anywhere in the white box. Review the agreement and save your response.



- b. Emergency Contact:  
Select the item by clicking anywhere in the white box.

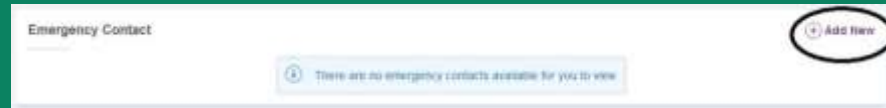


To add an emergency contact, select **CLICK HERE**.

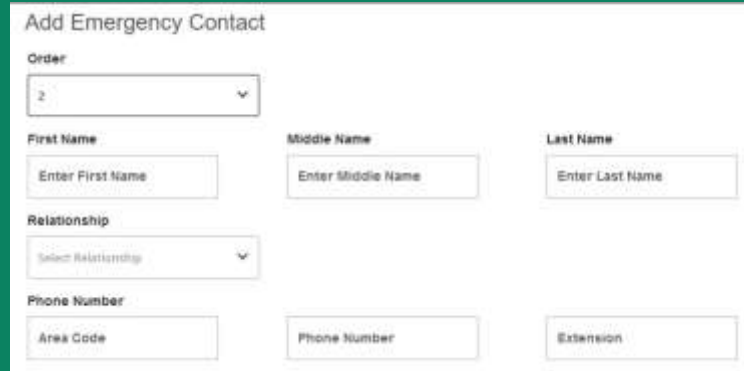
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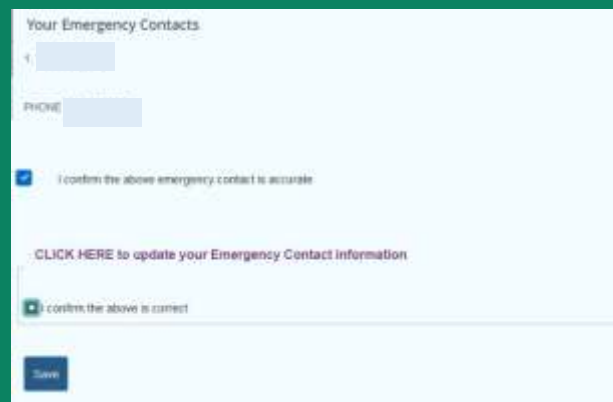
Select, "Add New"



Enter information: first name, last name, relationship, area code (example - 905) and phone number (example- 723-1234). Select **ADD**.



Close the window, Return to Action Items, **REFRESH THE PAGE**, review input and save.

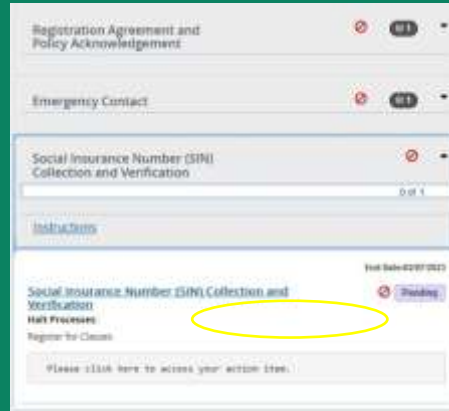


A detailed tutorial on adding an Emergency contact is found [here](#).

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- c. Social Insurance Number (SIN) Collection and Verification: Select the item by clicking anywhere in the white box. Enter your SIN, confirm the information and submit.

## Domestic Students



The screenshot shows a student dashboard with several action items. The 'Social Insurance Number (SIN) Collection and Verification' item is highlighted with a yellow circle. The dashboard also shows 'Registration Agreement and Policy Acknowledgement' and 'Emergency Contact' items, all with '0 of 1' progress indicators. A 'Pending' status is visible next to the highlighted item, and a 'Please click here to access your action item.' link is at the bottom.

## International Students

You may or may not enter a SIN, then click “I confirm the above is correct or I am an international student and do not have a SIN” then click submit



The screenshot shows a form titled 'Social Insurance Number Collection for International Students'. It includes instructions: 'Please enter your 9-digit SIN below (without spaces or dashes). Example SIN: 048302761'. There are two input fields: 'Enter your SIN:' and 'Confirm Your SIN:'. Below the fields is a radio button option: 'I confirm the above is correct or I am an international student and do not have a SIN'. A 'Submit' button is at the bottom.