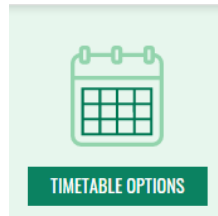


Action Items

1. Begin by going to your [MyDC](#) homepage.
2. Select the **TIMETABLE OPTIONS** box on the right side under Helpful Links.

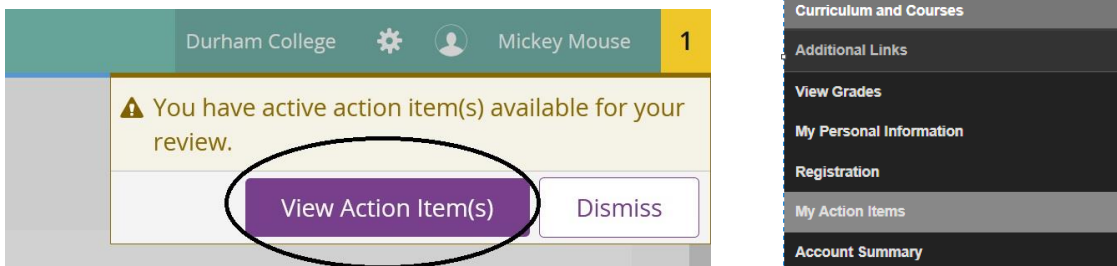


3. Log-in to the Portal using your 9-digit student ID (beginning with 100) and password.

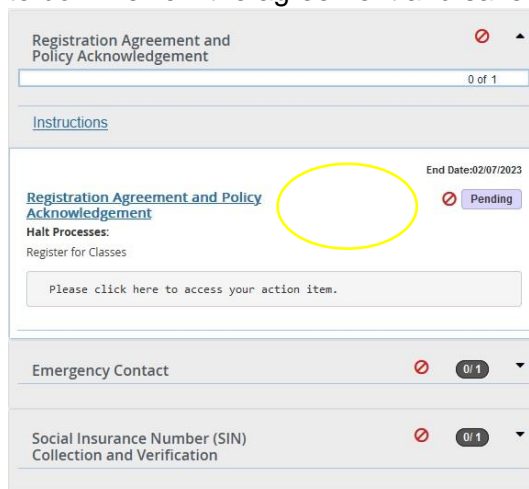
Please visit [IT Services](#) for password information.

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

4. If applicable, complete Action Items. Select **View Action Item(s)** button or select **My Action Items** (found under Additional Links)



- 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

Registration Agreement and Policy Acknowledgement 0/1

Emergency Contact 0 of 1

[Instructions](#)

[Emergency Contact](#) End Date: 02/07/2023 Pending

Halt Processes:
Register for Classes

Please click here to access your action item.

Social Insurance Number (SIN) Collection and Verification 0/1

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

Your Emergency Contacts

[CLICK HERE to update your Emergency Contact information](#)

I confirm the above is correct

Save

Select, **ADD NEW**

Emergency Contact

[+ Add New](#)

There are no emergency contacts available for you to view.

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

Add Emergency Contact

Order: 2

First Name: Enter First Name

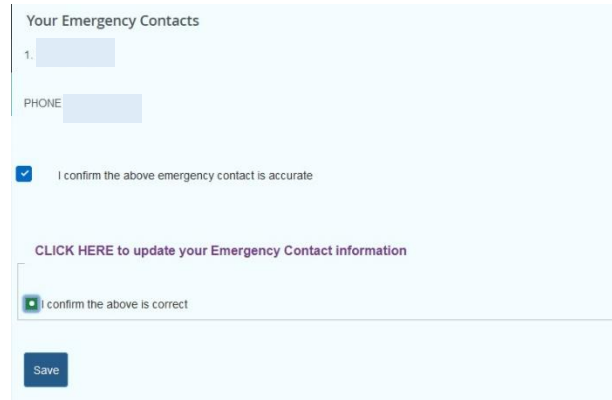
Middle Name: Enter Middle Name

Last Name: Enter Last Name

Relationship: Select Relationship

Phone Number: Area Code, Phone Number, Extension

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



Your Emergency Contacts

1.

PHONE

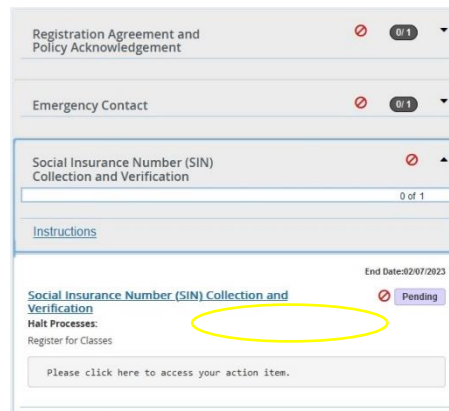
I confirm the above emergency contact is accurate

[CLICK HERE to update your Emergency Contact information](#)

I confirm the above is correct

- 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



Registration Agreement and Policy Acknowledgement 0/1

Emergency Contact 0/1

Social Insurance Number (SIN) Collection and Verification 0 of 1

[Instructions](#)

End Date: 02/07/2023

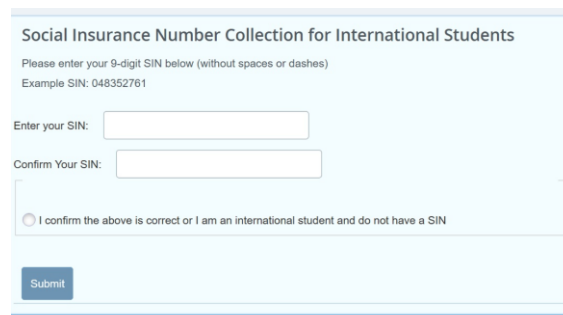
Social Insurance Number (SIN) Collection and Verification Pending

Halt Processes:
Register for Classes

Please click here to access your action item.

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



Social Insurance Number Collection for International Students

Please enter your 9-digit SIN below (without spaces or dashes)
Example SIN: 048352761

Enter your SIN:

Confirm Your SIN:

I confirm the above is correct or I am an international student and do not have a SIN