

How to Update Contact Information

1. Begin by going to your [MyDC](#) homepage.
2. Select **Personal Information** 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

Note: Personal details (name, gender, etc.) can only be updated by completing a Change of Name/Gender Identity form. Please visit our [Name/Gender page](#) for more details.

4. You can update your Personal email, Phone number and Address by clicking **Add New**

Email	+ Add New
Personal (Preferred)	
Batch Update 2003-12-12: conversion of email from SPRADDR	
Phone Number	+ Add New
Cell Phone	
 	
Address	+ Add New
Permanent Address	
Current 11/22/2001 - (No end date)	
 	

5. Complete the information and click **Add**

✕

Phone Type

Select Phone Type ▼

Phone Number

Area Code	Phone Number	Extension
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International Access Code and Phone Number

International Phone Number

Primary Unlisted

Add