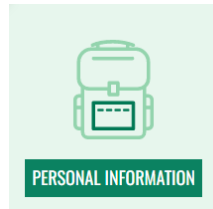


How to Update Emergency Contacts

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.

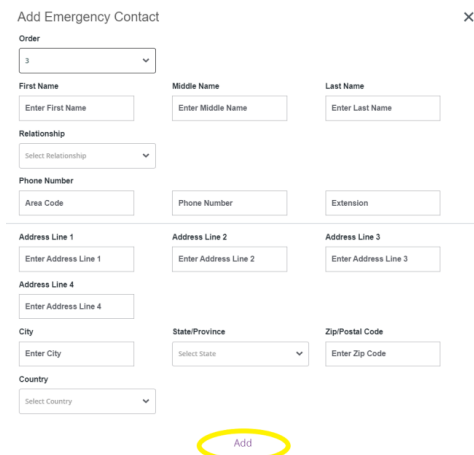
Please visit [IT Services](#) for password information.

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

4. You can update your Emergency Contacts by clicking **Add New**



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

A screenshot of a form titled "Add Emergency Contact" with a close button (X) in the top right corner. The form contains several input fields and dropdown menus. At the bottom of the form, there is a button labeled "Add" which is circled in yellow.

Order: 3

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

Address Line 1: Enter Address Line 1, Address Line 2: Enter Address Line 2, Address Line 3: Enter Address Line 3, Address Line 4: Enter Address Line 4

City: Enter City, State/Province: Select State, Zip/Postal Code: Enter Zip Code

Country: Select Country

Add