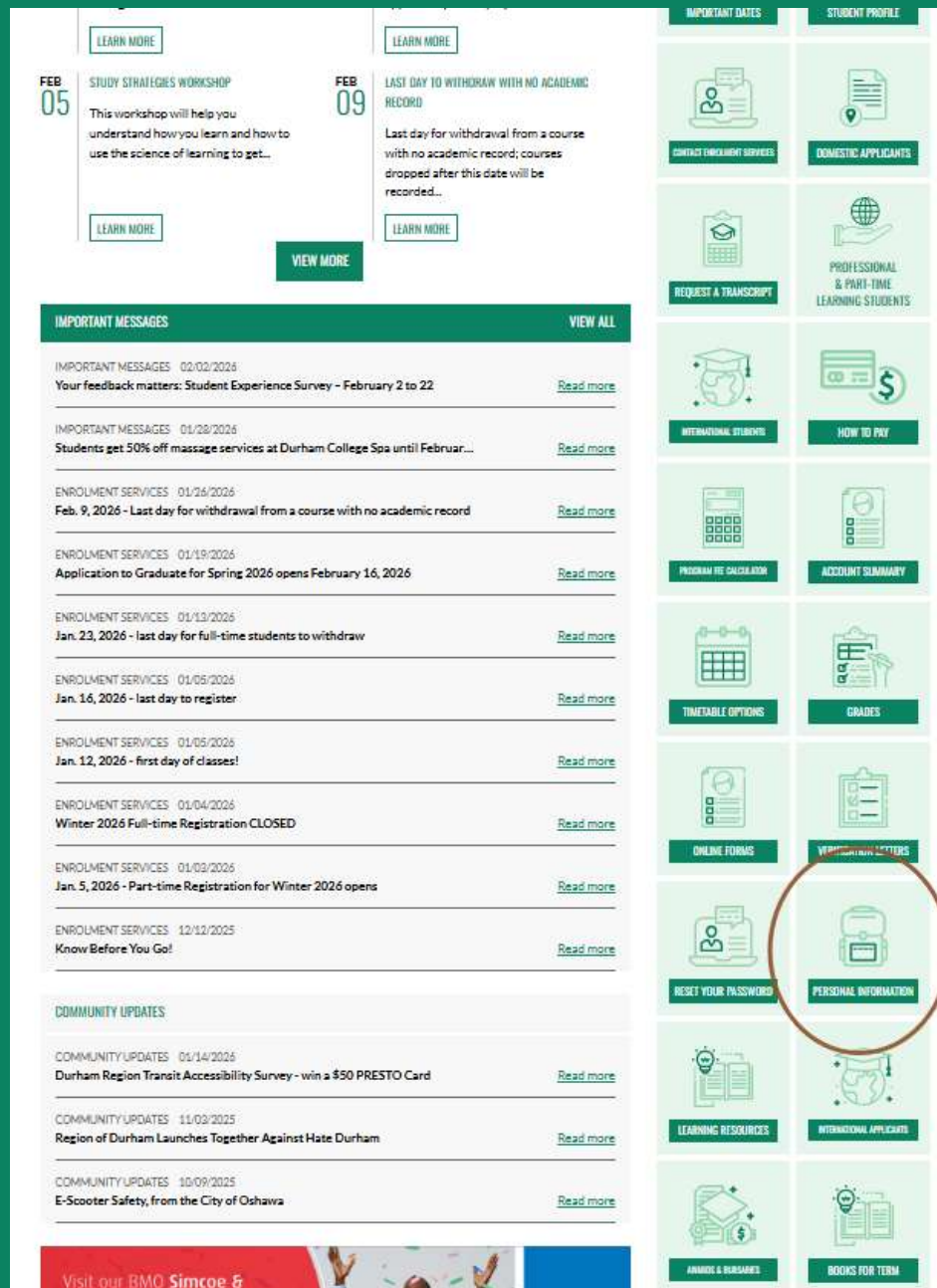


How to Update your Emergency Contact Information

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



The screenshot displays the MyDC homepage interface. At the top, there are two featured announcements: 'STUDY STRATEGIES WORKSHOP' for FEB 05 and 'LAST DAY TO WITHDRAW WITH NO ACADEMIC RECORD' for FEB 09. Below these are sections for 'IMPORTANT MESSAGES' and 'COMMUNITY UPDATES', each with a 'VIEW ALL' link. On the right side, there is a 'HELPFUL LINKS' grid. The 'PERSONAL INFORMATION' link in this grid is circled in red. Other links include 'CONTRACT EMPLOYMENT SERVICES', 'DOMESTIC APPLICANTS', 'REQUEST A TRANSCRIPT', 'PROFESSIONAL & PART-TIME LEARNING STUDENTS', 'INTERNATIONAL STUDENTS', 'HOW TO PAY', 'PROGRAM FE CALCULATOR', 'ACCOUNT SUMMARY', 'TIMETABLE OPTIONS', 'GRADES', 'ONLINE FORMS', 'WITHDRAWAL LETTERS', 'RESET YOUR PASSWORD', 'LEARNING RESOURCES', 'INTERNATIONAL APPLICANTS', 'AWARDS & BURSARS', and 'BOOKS FOR TERM'.

How to Update your Emergency Contact Information

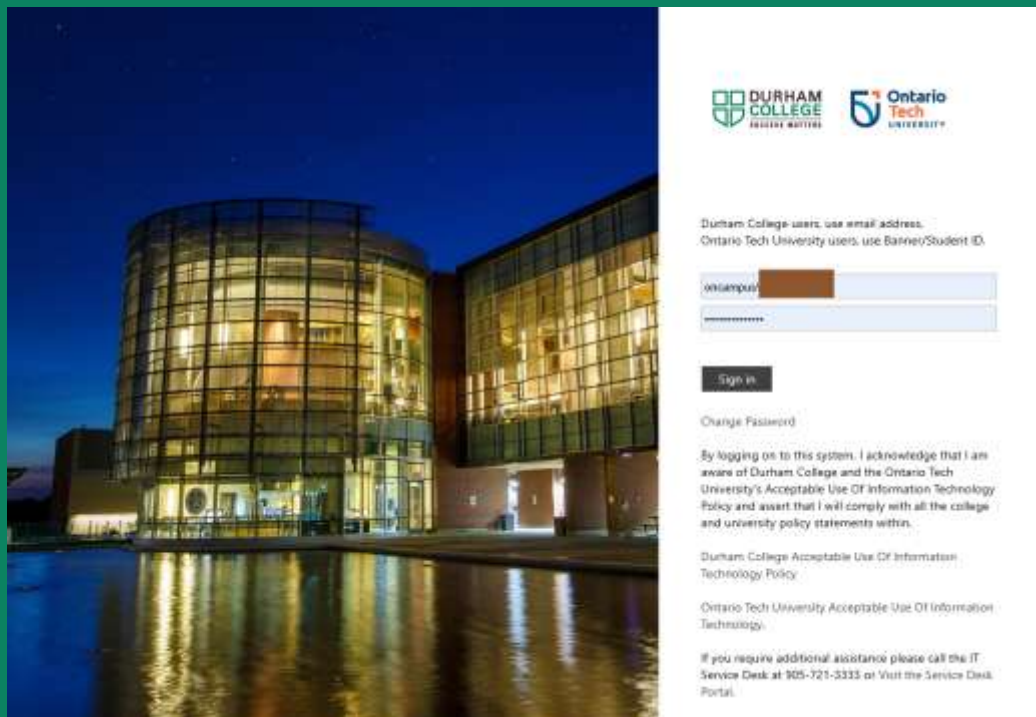
Continued



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

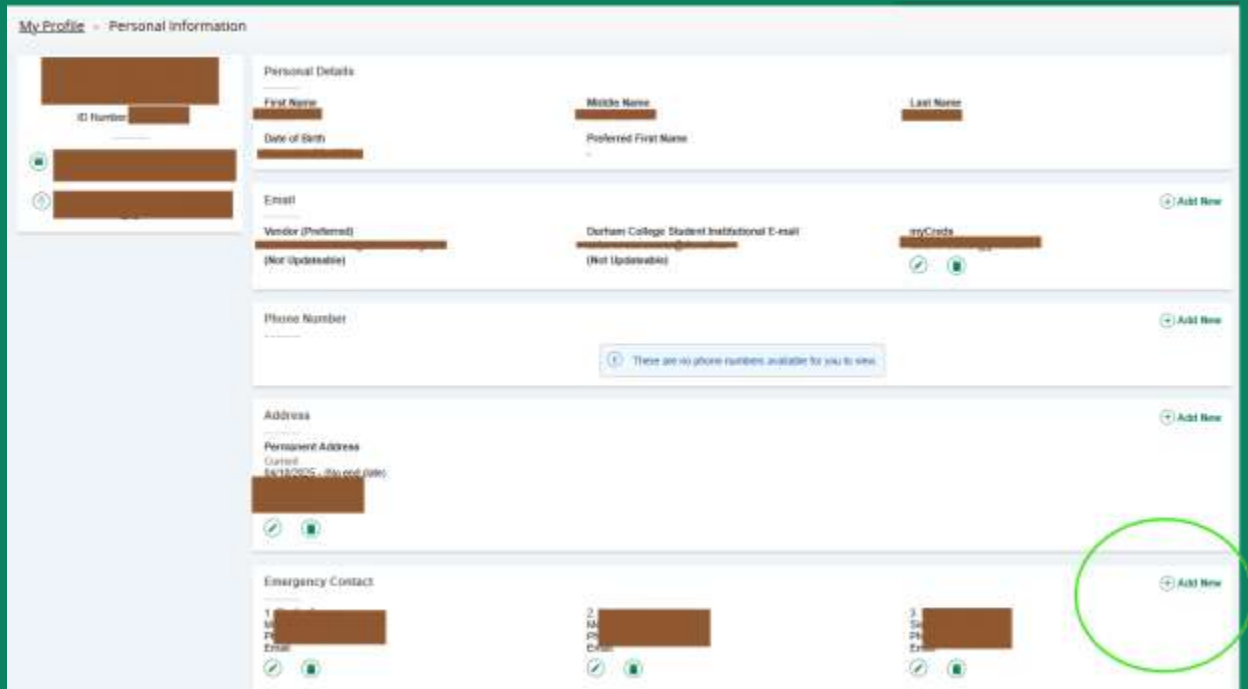
Please visit [IT Services](#) for password information.

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



How to Update your Emergency Contact Information

4. You will be directed to this page. Click “Add New” under Emergency Contact.



The screenshot displays the 'My Profile - Personal Information' page. It features several sections for personal data: 'Personal Details' with fields for First Name, Middle Name, Last Name, Date of Birth, and Preferred First Name; 'Email' with Vendor (Preferred), Durham College Student Institutional E-mail, and myCreds; 'Phone Number' with a note that no numbers are available; 'Address' with a Permanent Address field; and 'Emergency Contact' with three slots for contact information. A green circle highlights the 'Add New' button located at the top right of the Emergency Contact section.

Information blurred due to privacy.

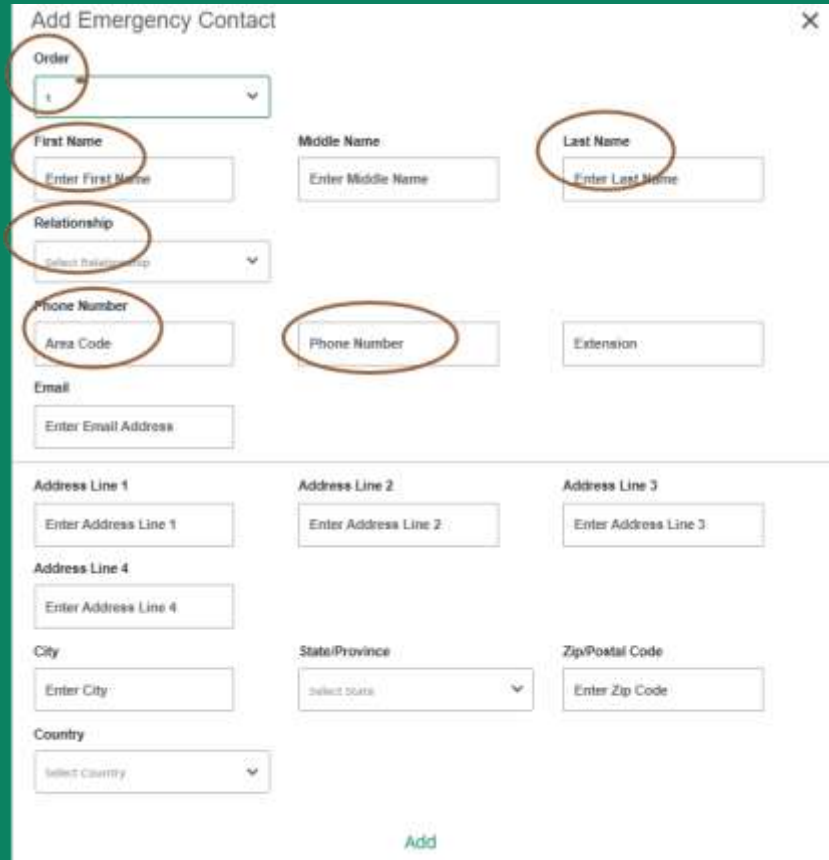
“Add New” is located at the top-right side under “Emergency Contact”.



This is a close-up view of the Emergency Contact section from the previous screenshot. It shows three contact slots, each with fields for Name, Phone, and Email. The 'Add New' button is circled in green at the top right of the section.

How to Update your Emergency Contact Information

- The information circled below is the *only* necessary information needed to input an Emergency Contact.



The screenshot shows 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. The following fields are circled in red:

- Order (dropdown menu)
- First Name (text input)
- Last Name (text input)
- Relationship (dropdown menu)
- Area Code (text input)
- Phone Number (text input)

Other fields include Middle Name, Extension, Email, Address Line 1-4, City, State/Province, Zip/Postal Code, and Country.

- Order
 - Emergency Contact First Name
 - Emergency Contact Last Name
 - Your relationship to the Emergency Contact
 - Emergency Contact Phone Number Area Code (example: 905)
 - Emergency Contact Phone Number (example: 7213000)
- The other information (email, address) is not necessary.

Please ensure the *area code* is inputted in the *area code section* and the *phone number* is inputted in the *phone number section*.

Then click "Add".

Your Emergency Contact will now display under the Emergency Contact field on your Personal Information page.