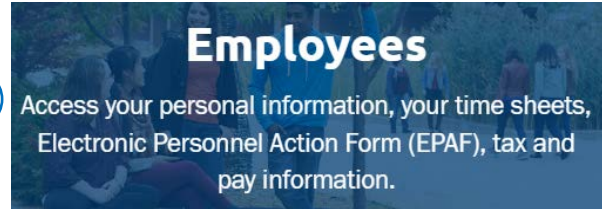


How to view and edit your Personal Information?

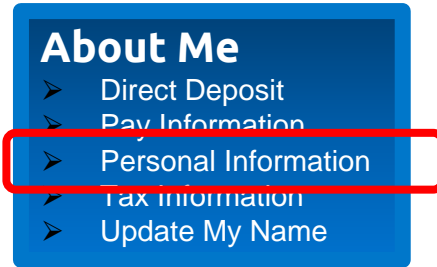
1 Access your personal information, your time sheets, Electronic Personnel Action Form (EPAF), tax and pay information.



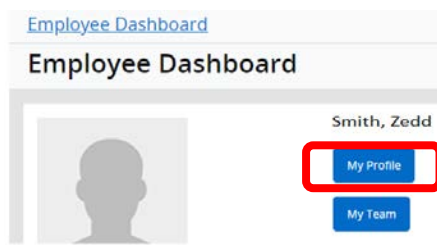
2 Current Employee



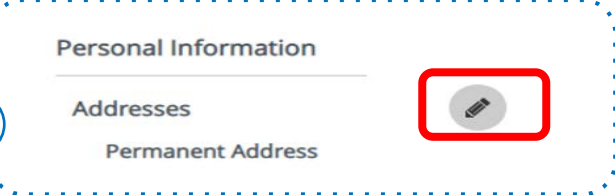
3 Personal Information



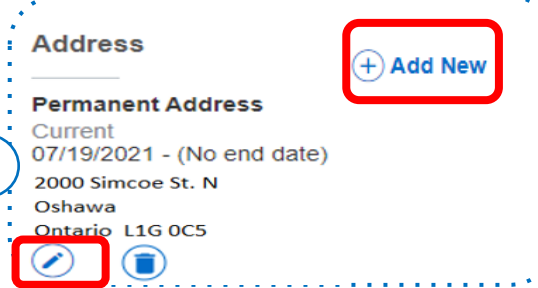
4 My Profile



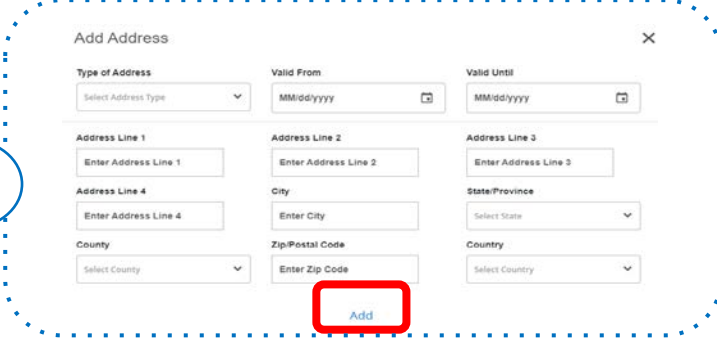
5



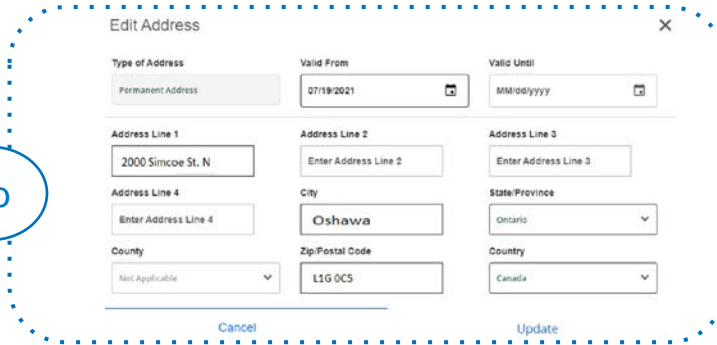
6



7a



7b



1 Visit [MyOntarioTech](#) Select "Employees"

2 Click on "Current Employee"

3 Click on "Personal Information" under "Current Employee"

4 In Employee Dashboard, click on "My Profile"

5 Click the pencil icon to the right of the section to which you want to edit (You can view and edit your Address, Phone, Email and Emergency Contact)

6 Click on "Add New" to add a new address, or the pencil icon to edit the current address.

7a Update the information on the Add Address pop up and click "Add".

7b Update the information on the Edit Address pop up and click "Add".

8 Repeat steps 5 to 7 for each personal information you wish to update