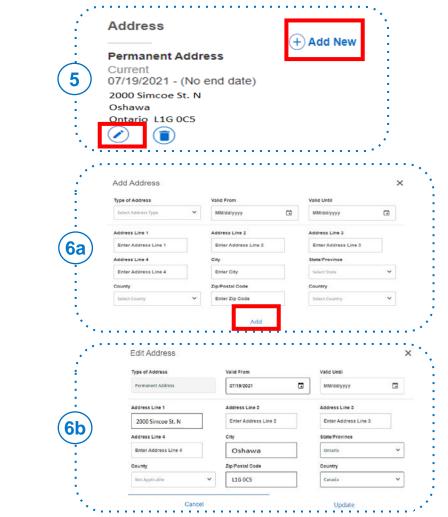
## How to view and edit your Personal Information?

Addresses

Personal Information

Permanent Address





- 1 Visit MyOntarioTech Select "Employees"
- Select "Current Employee" or " Current Employee without network access".
- Click on "Personal Information" under "Current Employee"
- 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)
- Click on "Add New" to add a new address, or the pencil icon to edit the current address.
- Ga Update the information on the Add Address pop up and click "Add".
- Update the information on the Edit Address pop up and click "Add".
- Repeat steps 4 to 7 for each personal information you wish to update