

How to view and edit your Personal Information?

1

Employees

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

2

Current employees

or

Current employees without network access

3

My account

- Electronic Personnel Action Form (EPAF)
- Email
- Employee dashboard
- My HR Connection
- Personal information

4

Personal Information

Addresses

Permanent Address



5

Address

Permanent Address

Current
07/19/2021 - (No end date)
2000 Simcoe St. N
Oshawa
Ontario L1G 0C5



+ Add New

6a

Add Address

Type of Address Select Address Type	Valid From MM/dd/yyyy	Valid Until MM/dd/yyyy
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
Country Select Country	Zip/Postal Code Enter Zip Code	Country Select Country

Add

6b

Edit Address

Type of Address Permanent Address	Valid From 07/19/2021	Valid Until MM/dd/yyyy
Address Line 1 2000 Simcoe St. N	Address Line 2 Enter Address Line 2	Address Line 3 Enter Address Line 3
Address Line 4 Enter Address Line 4	City Oshawa	State/Province Ontario
Country Not Applicable	Zip/Postal Code L1G 0C5	Country Canada

Cancel

Update

1

Visit [MyOntarioTech](#) Select "Employees"

2

Select "Current Employee" or "Current Employee without network access".

3

Click on "Personal Information" under "Current Employee"

4

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)

5

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

6a

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

6b

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

7

Repeat steps 4 to 7 for each personal information you wish to update

