Visit My.DTCC.edu
Go to My.DTCC.edu. Enter your current username and password.

Verify via the Blue Bubble
If you see a blue bubble on my.dtcc.edu requesting to update your personal email and/or cell phone, Click “Yes” or “Change”.

To add/update email address
Click “change” and
To update an existing email address, click the email address. or
To insert a new email address, select an address type from the pull-down list and click Submit.

To add/update cell phone
Click “change” and
To update an existing cell phone, click “update address and phone number” and follow the instructions. or
To insert a new cell phone, Click “add a phone number only”. Choose Cell as the phone type and enter your cell phone and click Submit.

Verify via SIS & Dashboard
Click on the Student Information System link on the top green navigation bar. Then click on update personal info on your dashboard.

To add/update email address
Click "update email"
To update an existing email address, click on the email address to be changed. or
To insert a new email address, select an email type from the pull-down list and click Submit and follow the instructions on the page.

To add/update cell phone
Go back to “personal information”
To update an existing cell phone, click "update address and phone number" and follow the instructions. or
To insert a new cell phone, click "update address and phone number". And then click "add a phone number only". Choose Cell as the phone type and enter your cell phone and click Submit.

Personal Email and/or Cell is updated
Employees are ready to use the secure forgot password resources without IIT assistance.

** IIT is currently working adding the bubble to all employees and students
Please contact iit.dtcc.edu for additional support.

Prepared by Deepa Komdepudi 03/13/2019