

Current Employee Update Personal Email and Cell Phone

Visit My.DTCC.edu

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

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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.

To insert a new email address, select an address type from the pull-down list and click Submit.

3.a

To add/update cell phone

Click "change" and

To update an existing cell phone, click "update address and phone number" and follow the instructions.

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.

3.b

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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.

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.

3.a

To add/update cell phone

To update an existing cell phone, click "update address and phone number" and follow the instructions.

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.

3.b

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.

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