

Adding Email or Phone Number to MyDTCC

2022-04

1. Log on to MyDTCC
2. Click on General Apps



3. Click on Manage My Account



4. Click on Personal Info



5. Click on Change Email or Address/Phone



- Click on Update Email

Personal Information

[Social Security Number Change Information](#)
[Name Change Information](#)
[Update Marital Status](#)
[Update Email](#)
[View and Update Ethnicity and Race](#)
[Update Address and Phone Number](#)
[Veteran Classification Information](#)
[Update Emergency Contacts](#)

RELEASE: 8.9.1.3

- Select Home

Home

Type of E-mail to Insert Home ▾

Submit

RELEASE: 8.7

- Click on Submit

Home

Type of E-mail to Insert Home ▾

Submit

RELEASE: 8.7

- Type in highlighted area

Update E-mail Address(es) - Update/Insert

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Home

E-mail:

Comment:

Delete this address: ☐

Preferred College

skill@dtcc.edu

Submit Reset

Select a Different E-mail Address to Update

RELEASE: 8.7

10. Click on Submit

Update E-mail Address(es) - Update/Insert

 When updating or inserting an e-mail address, E-mail is a required field. Other fields are optional.
Note: You may specify only one preferred e-mail address.

Home
E-mail:
Comment:
Delete this address: ☐

Preferred College
skill@dtcc.edu

Submit **Return to Menu**

Select a Different Address to Update

RELEASE: 8.7

11. Click on Return to Menu



12. Click on Update Address and Phone Number

Personal Information

[Social Security Number Change Information](#)
[Name Change Information](#)
[Update Marital Status](#)
[Update Email](#)
[View and Update Ethnicity and Race](#)
[Update Address and Phone Number](#)
[Veteran Classification Information](#)
[Update Emergency Contacts](#)

RELEASE: 8.9.1.3

13. Click on Add a Phone Number Only

 **There are no addresses available for you to view.**

Additional Phones

Phone Type	Area Code	Phone Number	Ext.
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[Update Mailing Address and Phone](#)
[Add a Phone Number Only](#)

RELEASE: 8.8

14. Select Cell/Pager

Add a Phone Number

Phone Type	Area Code	Phone Number	Ext.
Cell/Pager			

[Return to Previous](#)

RELEASE: 8.8

15. Click on Area Code to start with the Area Code first and enter entire phone number

Add a Phone Number

Phone Type	Area Code	Phone Number	Ext.
Cell/Pager			

[Return to Previous](#)

16. Click on Submit

Add a Phone Number

Phone Type	Area Code	Phone Number	Ext.
Cell/Pager			

[Return to Previous](#)

RELEASE: 8.8