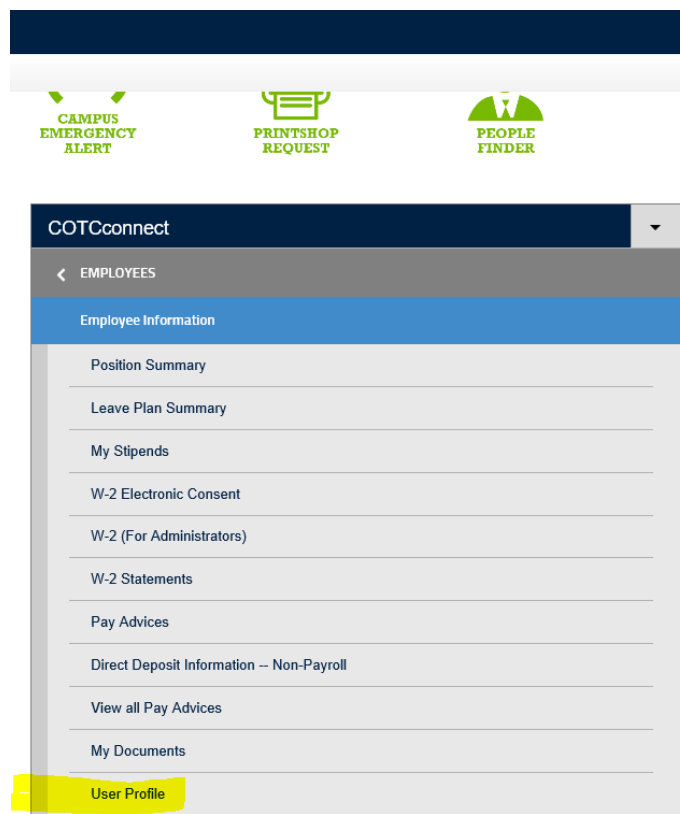


# Updating Your COTC Personal Contact and Emergency Contact Details via my.cotc.edu

1. **These instructions apply to employees.**
  - a. [For student instructions click this link.](#)
2. **Employees: Login to my.cotc.edu**
  - a. Under “COTCconnect” click:
    - > Employees, then
    - > Employee Information, then
    - >User Profile




You should now see your “About You” page.

3. **Review your addresses**
  - a. Scroll down the page to review your address(es)





- a.
  - b. If correct, click the confirm button, , just above and to the right of the address (es).


4. If you need to update your address, do so by clicking the  **Add New Address** button. After submitting the new address, Payroll will confirm it, and then make it active in they system as the “Home/Permanent” address.

5. **Review your email addresses**

- a. You cannot change or delete your system-assigned name.#@cotc.edu email address.

- b. If all email address are correct, click the confirm button,  , just above and to the right of the email address(es).


- c. You may add other email addresses by clicking the  **Add New Email** button.

- d. You may delete an email address by clicking the  button to the far right of it.

- e. You may edit an email address by clicking the  button to the far right of it.

6. **Review your phone numbers**

- a. You may confirm, add, edit, and delete phone numbers using the same type of buttons as described above.
- b. COTC will text emergency alerts to up to three phone numbers of type “Preferred Mobile” or “Additional Mobile.”

- c. Add new phones or change the phone “type” indicator by clicking the edit,  , button.

7. **Update your emergency contact data**

- a. To update your emergency contact’s data, return to the top of the “About You” page and click the “User Options” dropdown at the top left of the page:



- b. Then click, “Emergency Information.”

8. You may confirm, add, edit, and delete emergency contact information and/or missing person contact information using the same type of buttons as described above.