


# How to View or Update My Personal Information

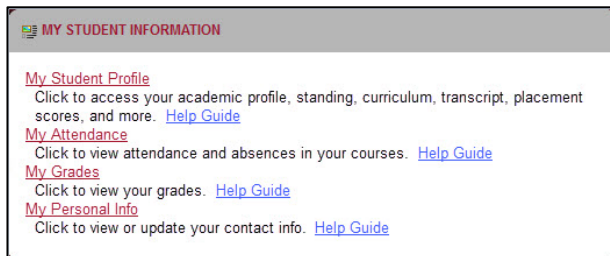
(Use Mozilla Firefox or Google Chrome)



1. Log into the Portal .

2. Click on the *Academics/Career-Technical* page icon .

3. To View or Update My Personal Information, locate the *My Student Information* portlet.

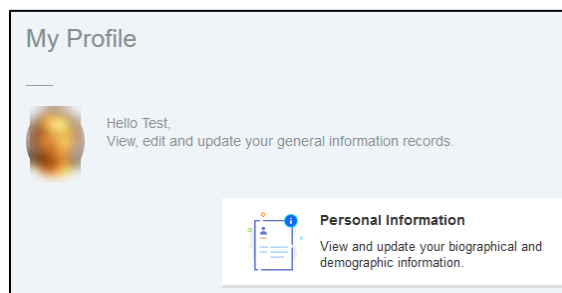


4. Click on *My Personal Info*.

The *My Profile* page will be displayed.

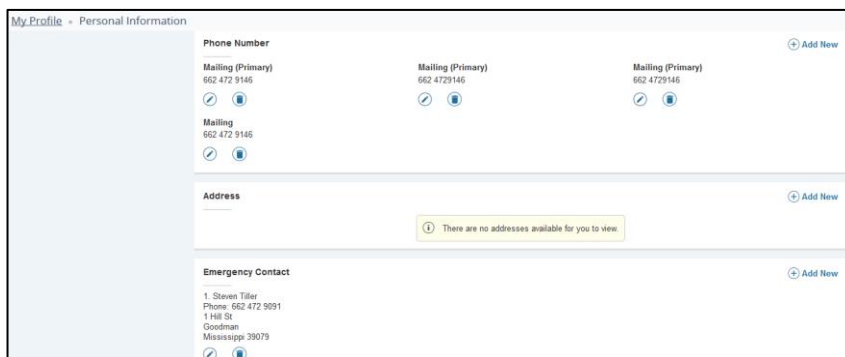
• Click on **Personal Information** to display your

- **Phone Number**
- **Address**
- **Emergency Contact.**

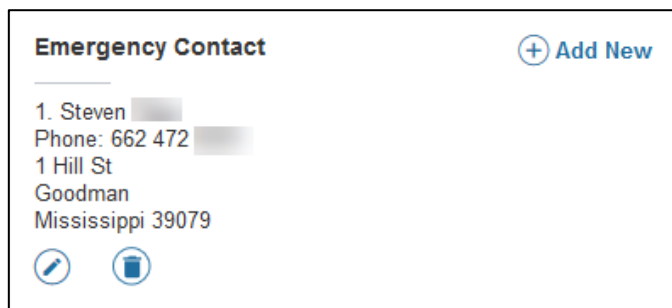


**Options:**

-  **Edit**
-  **Delete**
-  **Add New**   **Add**



5. To update **Emergency Contact**, click on *Edit* or *Add New* to enter the updated information.



**Note:** When done, be sure you close (X) the page, log out of My Holmes, and close the browser.