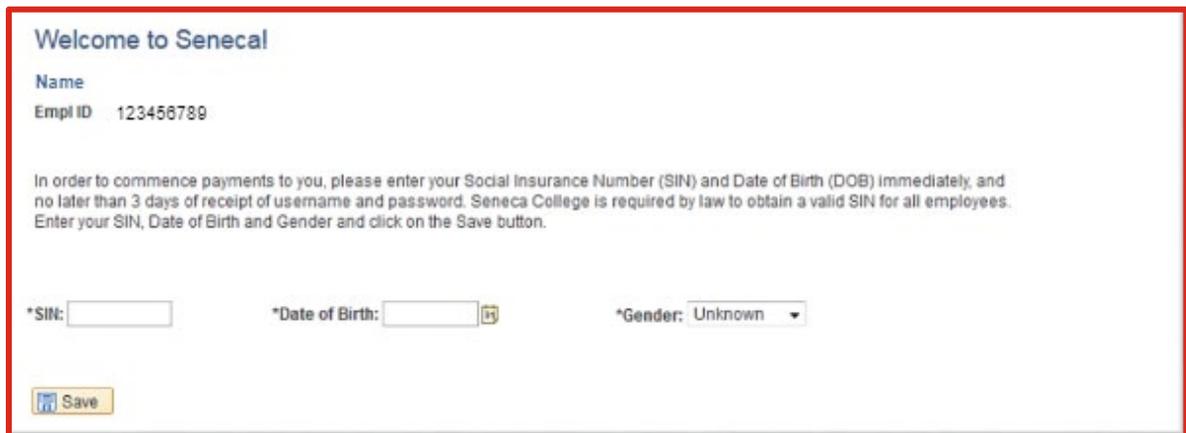


## Entering and Reviewing Personal Information

### Entering Social Insurance Number (SIN), Date of Birth (DOB) and Gender as a new employee

- A welcome email that contains your **username** (firstname.lastname) and **password** will be sent to your personal email address
- Click on the link in your welcome email and login using the credentials provided
- A second email will be sent to you to enter your SIN, DOB and Gender.



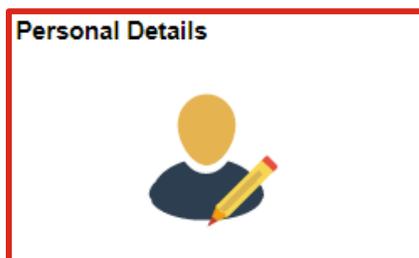
The screenshot shows a web form titled "Welcome to Senecal". It displays the user's name and an employment ID (123456789). Below this, there is a message explaining that the user must enter their Social Insurance Number (SIN) and Date of Birth (DOB) within 3 days of receiving their login credentials. The form includes three input fields: "\*SIN:" (a text box), "\*Date of Birth:" (a date picker), and "\*Gender:" (a dropdown menu currently set to "Unknown"). A "Save" button is located at the bottom left of the form area.

- Click on the **Save** button

**Note:** This is the only time that you are able to enter your SIN and DOB in the process. Once it is saved, you cannot change this information. If you do find an error, please contact Human Resources to correct the information.

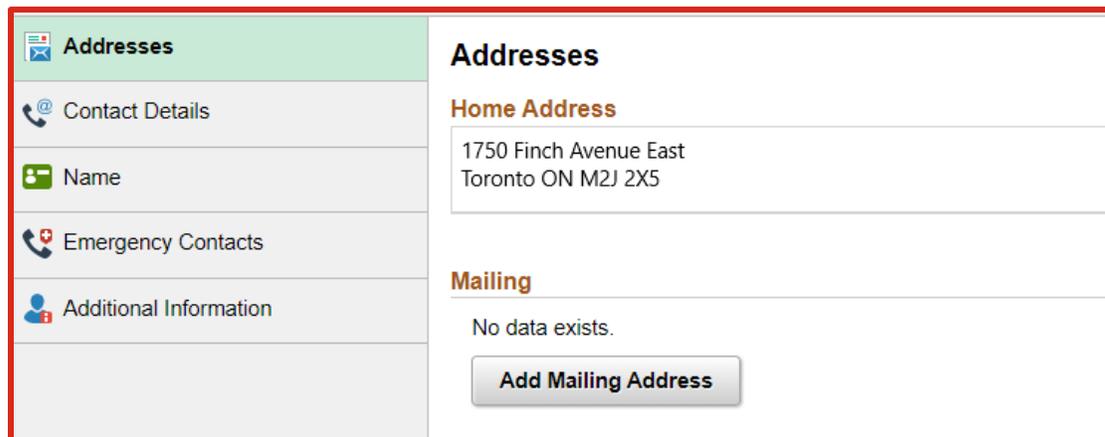
### Reviewing Personal Information

- Click on the [Employee Home \(i3\)](#) button on the MySeneca homepage



- Click on the **Personal Details** quick link
- The system will display the **Personal Information** page, with options to view and update your address, contact details and emergency contact:

## Address:



**Addresses**

- Contact Details
- Name
- Emergency Contacts
- Additional Information

**Addresses**

**Home Address**

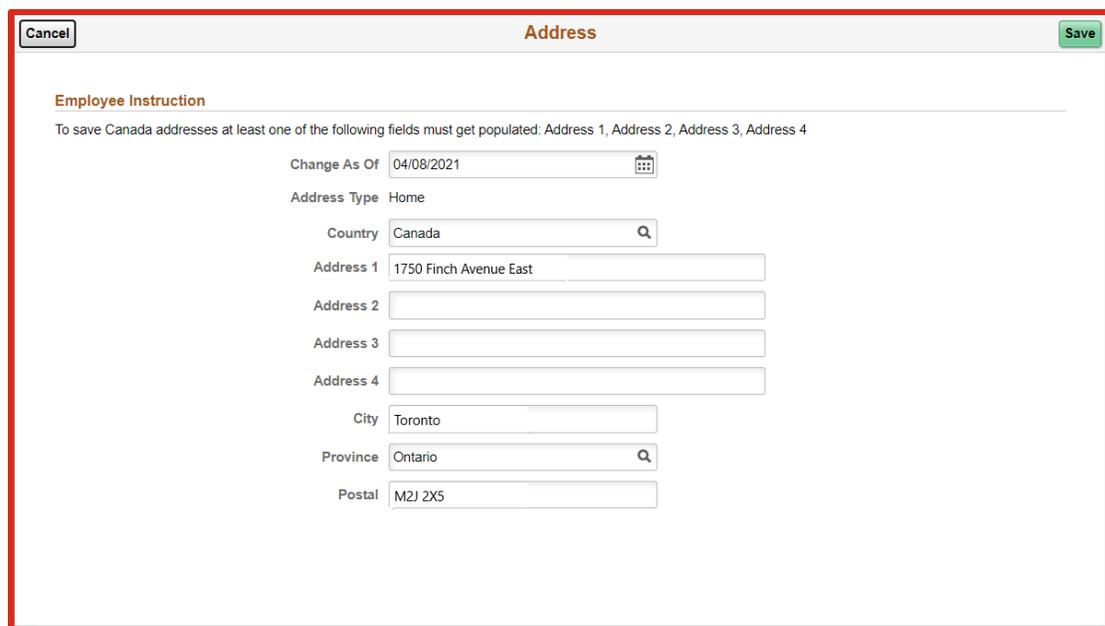
1750 Finch Avenue East  
Toronto ON M2J 2X5

**Mailing**

No data exists.

**Add Mailing Address**

- To update an existing address, select the address you would like to change
- Enter the following information:
  - Change as of date
  - Address 1
  - City
  - Province
  - Postal code



**Address**

**Employee Instruction**

To save Canada addresses at least one of the following fields must get populated: Address 1, Address 2, Address 3, Address 4

Change As Of: 04/08/2021

Address Type: Home

Country: Canada

Address 1: 1750 Finch Avenue East

Address 2:

Address 3:

Address 4:

City: Toronto

Province: Ontario

Postal: M2J 2X5

- Click on the **Save** button

## Contact Details:

**Contact Details**

**Phone**

Number	Extension	Type	Preferred
416/491-5050		Business	
647/265-3850		Primary	✓

**Email**

Email Address	Type	Preferred
sammy.sting@senecacollege.ca	Employee Seneca	✓
	Personal	
	Seneca Student	

**Instant Message**

No data exists.

- To update contact details, select the detail you would like to change
- Click on the **Save** button

## Emergency Contact:

**Emergency Contacts**

Contact Name	Relationship	Preferred
Sally Sting	Sibling	
Sammy Sting Sr.	Parent	✓

- To add a new emergency contact, click on the + add button
- Enter the following information:
  - Contact Name
  - Relationship
  - Preferred (check off to select this contact as your primary emergency contact)
  - Address (if contact address is the same as yours, check off the box at the top)
  - Phone Number:
    - Check off 'Same as mine' if contact number is the same
    - Type
    - Number
    - Extension (if applicable)
- Click on the **Save** button