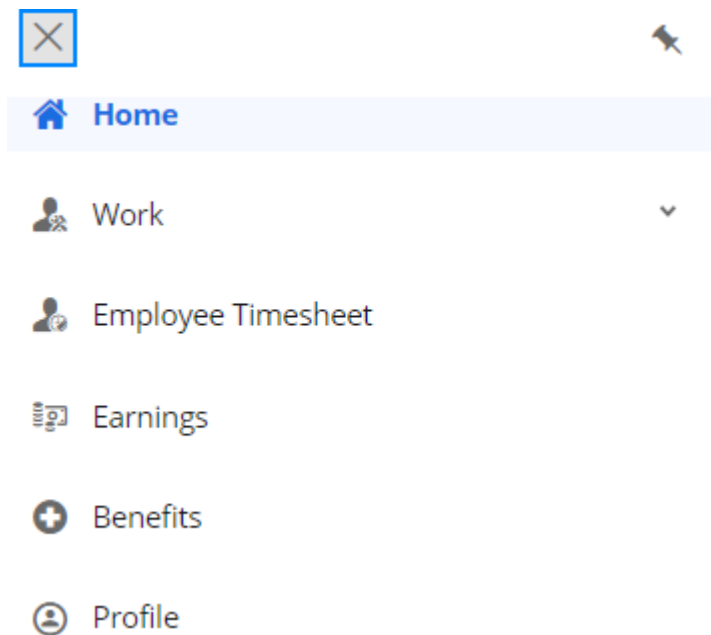


## Updating Your Profile in Ceridian Dayforce

1. Once you have signed in to Ceridian Dayforce (see Login Instructions for Ceridian Dayforce for assistance), select the following drop down below in the top left corner



2. The following options below will appear – select Profile



- Please ensure the information under Addresses and Contact Information is correct. If your address is incorrect, contact [ODTM.Information@canadorecollege.ca](mailto:ODTM.Information@canadorecollege.ca). If you need to update your phone number, you can select the blue icon beside Contact Information and an additional pop-up will appear where you can add or delete a phone number.

## About Me

### Contact Information

Addresses

Contact Information



### Phone Numbers

Below are your current phone numbers. You can add new phone numbers or update existing ones. Fields marked with an asterisk are required values.

Add Delete

	Type*	Country Code	Number*	Extension	Alerts	Unlisted?	Start Date*	
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- Within this pop-up you are also able to add both your work and personal email addresses. We ask that you ensure both are included, as your personal email address will enable you to receive notifications/alerts if you ever leave Canadore. When reviewing your email addresses, ensure that under the Alerts column, there is a checkmark under the email you prefer to have alerts/notifications sent to at this time. Please note, if you do not select to receive an alert, you will not receive notifications from Ceridian Dayforce.

### Electronic Addresses

Below are your current electronic addresses (email, Facebook, Twitter or LinkedIn). You can add new addresses or update existing ones. Fields marked with an asterisk are required values.

Add Delete

	Type*	Address*	Alerts	Start Date*	End Date	
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5. In the About Me screen, kindly also provide your emergency contact information, which will assist in case of an emergency at work. This can be done by selecting the blue icon beside Emergency Contacts and entering the contact details in the pop-up.

## Emergency Contacts

No emergency contact information available

### ▼ Primary Emergency Contact

Below is your primary emergency contact. You can add new contact methods or update existing ones. Fields marked with an asterisk are required values.

First Name *	Middle Name	Last Name *	Relationship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select an Option..."/>

Phone Number    Address    Electronic Address

 Add

Type *	Country Code	Phone Number *	Extension	Effective Start *	Effective End
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