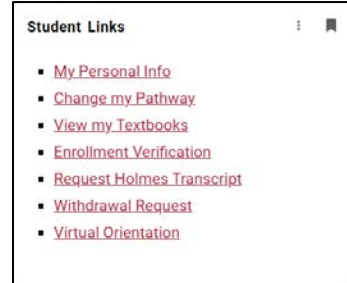
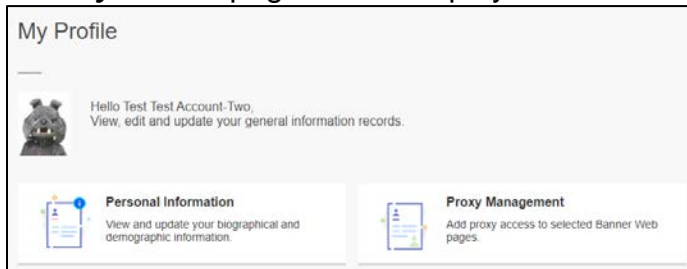


## How to View or Update My Personal Information

1. Log into the **MyHolmes** portal.
2. Click on **My Personal Info** on the *Student Links* card.






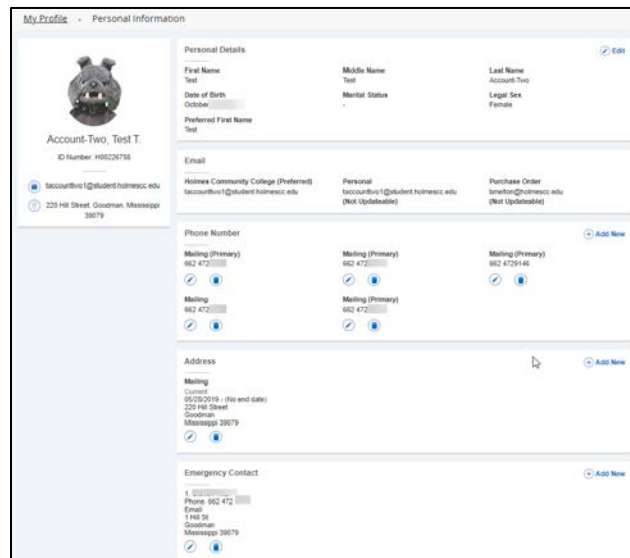
3. The **My Profile** page will be displayed.



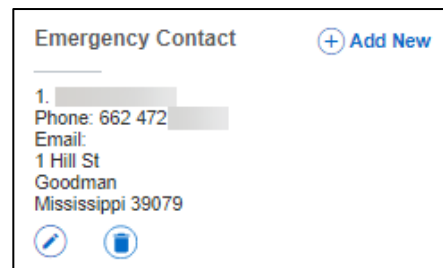
4. Click on **Personal Information**.
5. The following will be displayed.
  - Personal Details
  - Email
  - Phone Number
  - Address
  - Emergency Contact

Options:

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



6. 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.