



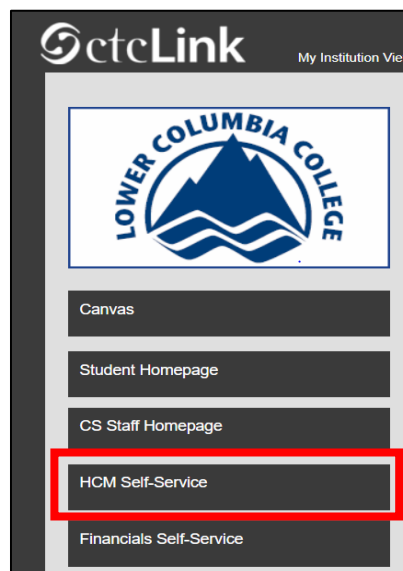
# How to Update Biographical Details Guide

## How to Log in to Your Account

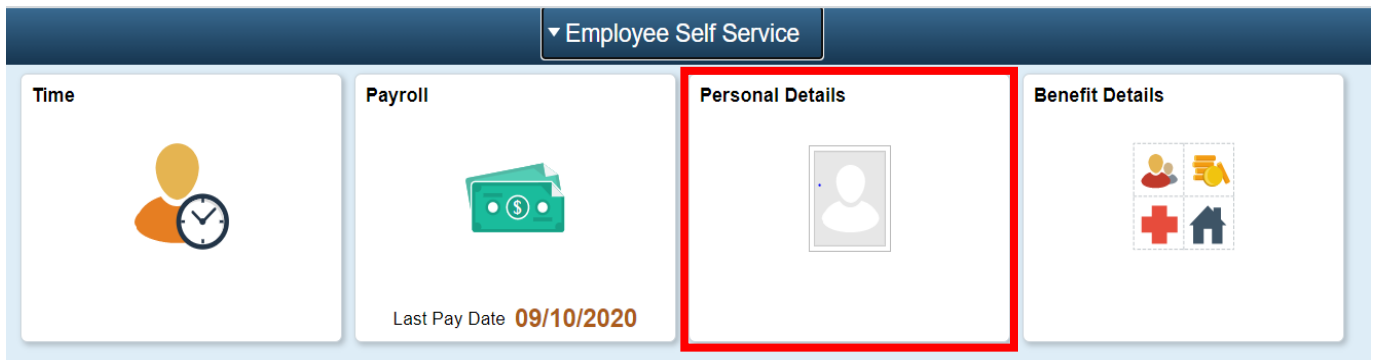
On the ctcLink Homepage enter your EMP ID and password. If you forgot or can't locate your EMP ID you can find it by going to the Faculty and Staff Webpage under Tools and selecting one of the Look up your ctcLink ID options. You can also contact Payroll (x2220) or Human Resources (x2120).

A screenshot of the ctcLink login page. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a form with two input fields: "ctcLink ID" and "Password". There is a checkbox labeled "Enable Screen Reader Mode" and a blue "Sign In" button. At the bottom, there is a small disclaimer: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks."

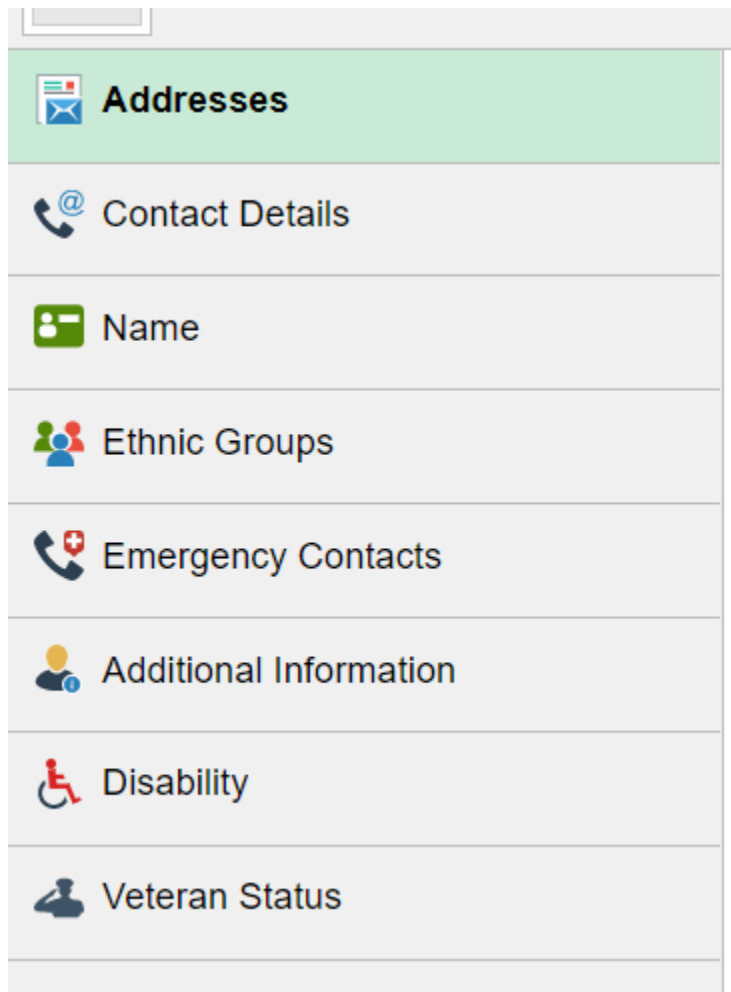
On the next page select **HCM Self-Service** from the menu on the left-hand side.



Once on the Employee Self Service page, select the **Personal Details** tile.



On the next page, you will see the bio demo menu on the left-hand side. **Please be sure to review all menu options for accuracy.**



## How to Make Updates

Select one of the options from the menu such as **Contact Details**. To add a phone number or email select the plus sign in the top left corner. To update existing information, select the arrow on the right-hand side.

### Contact Details

**Phone**

Number	Extension	Type	Preferred	
360/442-2125		Business		<input type="button" value="&gt;"/>
<input type="text"/>		Home	<input checked="" type="checkbox"/>	<input type="button" value="&gt;"/>

**Email**

Email Address	Type	Preferred	
<input type="text" value="@lowercolumbia.edu"/>	Campus	<input checked="" type="checkbox"/>	<input type="button" value="&gt;"/>

A menu will appear for you to add your information. Select an appropriate **Type**, enter your information, and then click **Save**.

**Phone Number**

Type

Preferred



Number

Extension

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Select **Ethnic Groups** from the menu. To add an ethnicity, select the plus sign in the upper left corner or to change existing information select the arrow on the right-hand side.

**Ethnic Groups**


  

**Voluntary Self-Identification**

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

A menu will appear. Click the **magnifying glass** and another menu will appear. Select the appropriate option and then click **Save**.

**Ethnic Group**

\*Ethnic Group  

**Cancel** **Lookup**

Search for: \*Ethnic Group

▶ **Search Criteria**

▼ **Search Results**

128 rows

<b>Ethnic Group</b> ◇	<b>Description</b> ◇
ALATHAB	Alaskan Athabaskans
ALEUT	Aleutian
AMIND	American Indian
APACHE	Apache
ARGEN	Argentinian
ASIAN	Asian
ASINDIAN	Asian Indian
BANNOCK	Bannock
BLACK	Black/African American

\*\_SEARCHR\_GROUPBOX5','PTLAYOUT\_SEARCHR\_GROUPBOX5');

Follow similar steps to those above to make updates to other bio demo. Contact HR at [hr@lowercolumbia.edu](mailto:hr@lowercolumbia.edu) with any questions.