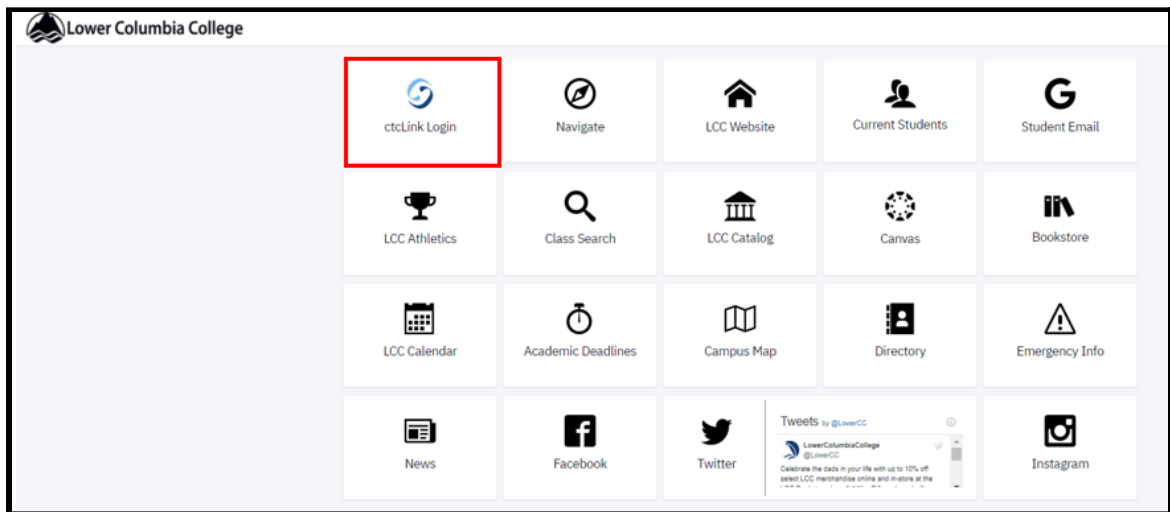


# How to update contact details in ctcLink (address, email and phone)

1. Select the ctcLink Login tile, either from the **mobile app** or the web version available at [m.ctclink.us](https://m.ctclink.us).

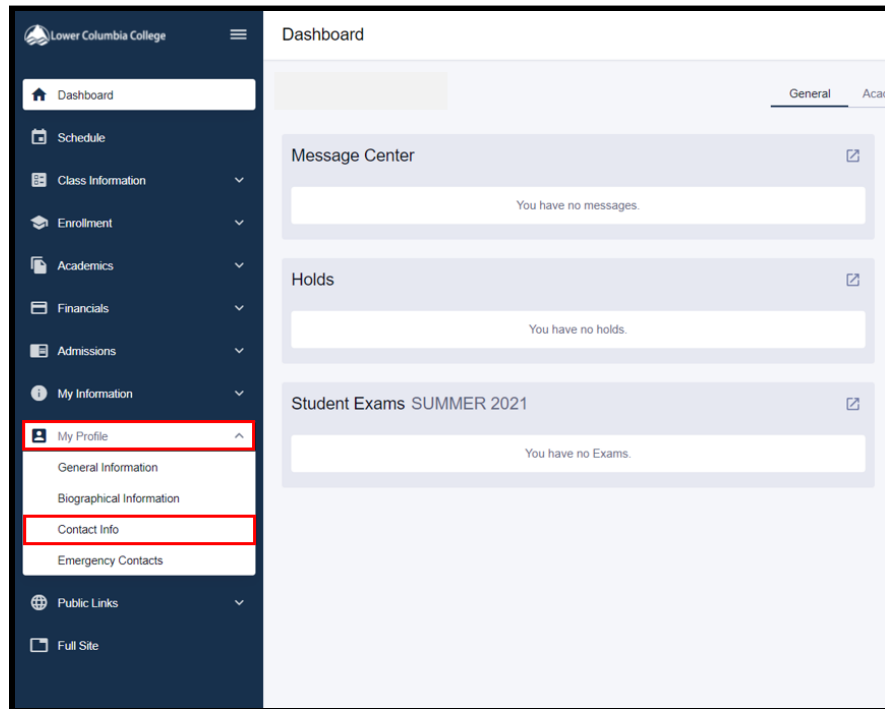


2. Enter your ctcLink ID number and password to log in.

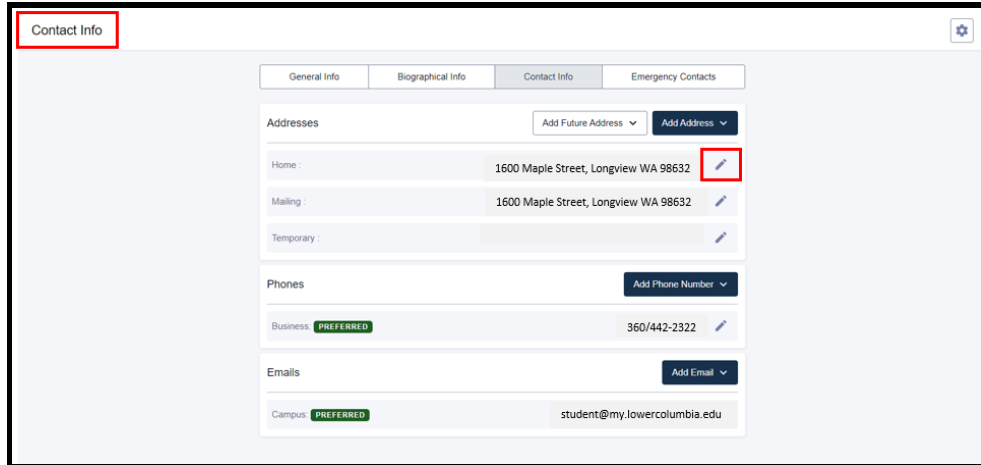
*If you have not activated your account, select the “**First Time User**” link to complete account activation.*

A screenshot of the ctcLink login page. The page header includes the ctcLink logo and the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. Below the header is a login form with two input fields: 'ctcLink ID' and 'Password'. There is an unchecked checkbox labeled 'Enable Screen Reader Mode' and a blue 'Sign In' button. At the bottom of the form, there is a disclaimer: 'Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.' Below the disclaimer are two links: 'Forgot your password?' and 'First Time User?'. The entire form is enclosed in a black border.

3. Select the **My Profile** menu on the sidebar navigation.
4. Select the **Contact Info** menu item.



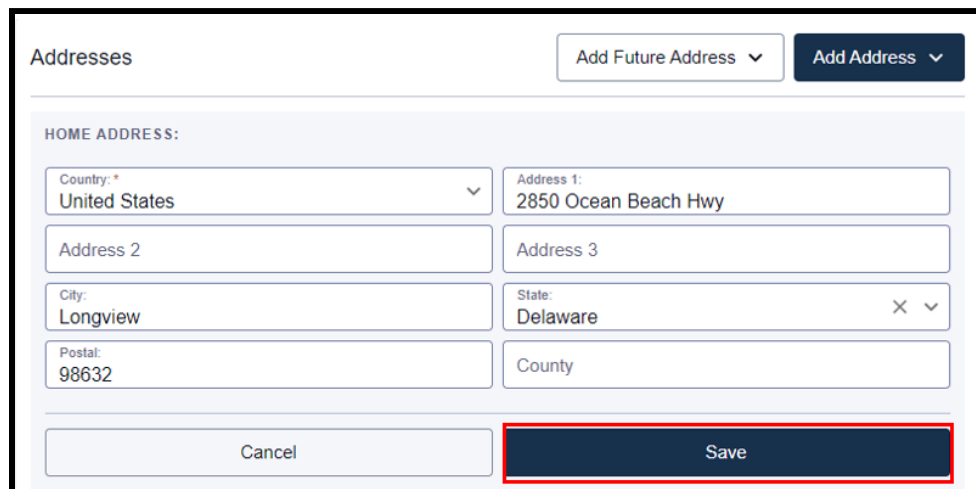
5. The **Contact Info** page displays to the right.
6. In the **Addresses** section, select the pencil icon to update your address. The **Add Address** button can be used to add an additional address type.



7. The **Home Address** fields display.

8. Edit the address.

9. Select the **Save** button.



10. The Address is now updated.

11. In the Phones section, select the pencil icon to update your phone number.

The screenshot shows the 'Contact Info' form with the following details:

- Addresses:** Home: 1600 Maple Street, Longview WA 98632; Mailing: 1600 Maple Street, Longview WA 98632; Temporary: (empty).
- Phones:** Business: **PREFERRED** 360/442-2322. The 'Add Phone Number' button is highlighted with a red box.
- Emails:** Campus: **PREFERRED** student@my.lowercolumbia.edu.

The **Add Phone Number** button can be used to add additional phone types. Select the phone type from the drop-down menu.

This screenshot shows the 'Add Phone Number' button with a dropdown menu open, displaying the following options:

- Home
- Mobile
- Work

12. The Phone fields display for editing.

13. Update the phone number or enter a new phone number, if adding a new phone type. Check the box ***Make this phone preferred***, if applicable.
14. Select the **Save** button.

Phones Add Phone Number ▾

PHONE:

Country Code  Phone \*  Extension

Make this phone preferred

15. Under the **Emails** section, select the pencil icon to update your email address.

General Info Contact Info Emergency Contacts

Addresses Add Future Address ▾ Add Address ▾

Home: 2271 Williams Court Spokane Valley, WA 99206-8416 Spokane

Phones Add Phone Number ▾

Home: PREFERRED 360/555-5555

Emails Add Email ▾

Home: PREFERRED 201000042.HOME@test.com

*The **Add Email** button can be used to add additional email types. Select the email type from the drop-down menu.*

General Info   Biographical Info   **Contact Info**   Emergency Contacts

Addresses   Add Future Address   Add Address

Home : 1600 Maple Street, Longview WA 98632

Mailing : 1600 Maple Street, Longview WA 98632

Temporary :

Phones   Add Phone Number

Business: **PREFERRED** 360/442-2232

Emails   Add Email

Home

Campus: **PREFERRED** student@my.lowercolumbia.edu

Emails   Add Email

EMAIL:

Email: newstudent@my.lowercolumbia.edu

Make this email preferred

Cancel   Save

16. The Email fields display to edit.
17. Update the email address or add a new email address, if adding a new email type. Check the box ***Make this email preferred***, if applicable.
18. Select the **Save** button.