

## **Update your Contact Information**





Open a browser and go to your campus website. **Step 1:** Click on **Students** or **Current Students**.

www.seattlecentral.edu www.southseattle.edu www.northseattle.edu

# **Students**



## Latest from North Seattle



Sound Transit hits 'exciting' milestone

NSC will host Nikkita 4

Step 2: Click on the ctcLink icon.



Log in to your account.

- a) Enter your ctcLink ID and click Next.
- **Step 3:** b) Enter your ctcLink password and click **Verify**.

Please click the applicable link for the District or the College.



If you are or have been a student at more than one Washington state community college, click the college you want to log in to.

Step 4:

If you have only been admitted to or attend one college, go to Step 5.



Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a

Step 5: Click on "Student Homepage".



Step 6: Click on the Profile tile.

CtcLink Student Homepage			Profile	
ID 201847122				
Personal Details		Personal		Biograp
Contact Details	Personal Details			
Addresses		Date of Birth	12/05/1990	
CP Emergency Contacts	-	Gender	Female	
	_	Social Security Number	*****XXXX	
Linicity	Names			
Privacy Restrictions				
	+			
	Name		Тур	e
	Snow White		Prin	nary

# Step 7: Click on Contact Details.

<pre>ctcLink Student Homepage</pre>	Prof	ile			~	•
ID 201847122						
Personal Details	Contact Det					
Contact Details	Email					
Addresses	+ Add new					
Emergency Contacts	Email	Туре	Preferred			
Łthnicity	snow.white@seattlecolleges.edu	Home	Edit existin	g	>	
Privacy Restrictions	Phone					

To add a new email address, click the + icon. Click on the arrow to the right of an existing email to update it.

**Step 8:** To add or update a phone number, go to **Step 12**.



**Step 9:** Enter the email address. Click the checkbox next to "**Preferred**". (If you only have one email, it's automatically the preferred option).



# Step 10: Click Save to save your changes.

nk Student Homepage		Profile				۲
7122						
onal Details	Contact Details					
act Details	Email					
esses	Email		Туре	Preferred		
gency Contacts	megan.courtwork@gmail.com		Business	~	>	
city	snow.white@seattlecolleges.edu		Home		>	
cy Restrictions	Phone					

# Step 11: Review your changes.



Email		Туре	Preferred
megan.courtwork@gmail.com		Business	$\checkmark$
snow.white@sect_colleges.edu		Home	
Phone			
+ Add new			
Phone	Туре	Preferred	
206/789-8828	Mobile	$\checkmark$	Edit existing
206/934-3732	Home		

To update an existing phone number, click on the arrow to the right of the number.

# Step 12:

To add a new phone number, click the + icon.



Step 13: Choose the phone Type from the dropdown menu.



## Enter the **Phone Number**.

Step 14: Click the checkboxes next to "Preferred" and "Enable Texts" to set your preferences.

Email Email	Cancel	Edit Phone	Save
megan.c	Туре	Mobile	
snow.wh	Country Code	001	
	*Phone Number	206/789-8828	
Phone	Extension		
+		<ul> <li>Preferred</li> <li>Enable Texts</li> </ul>	
Phone			
+1 206/7			

# Step 15: Click Save.



### **Contact Details**

Email		Туре		Preferred	
megan.courtwork@gmail.com		Business		~	>
snow.white@seattlecolleges.edu		Home			>
Phone					
Phone	Туре		Preferred		
+1 206/789-8828	Mobile		~		>
+1 206/934-3732	Home				>

# Step 16: Review your changes.