



Update Contact Information

1. Sign into ctcLink at <https://myaccount.ctclink.us/>

A screenshot of the ctcLink login page. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. Underneath is the label "ctcLink ID" followed by a text input field. Below the input field is a blue button labeled "Next". At the bottom left, there is a link for "Password Help".

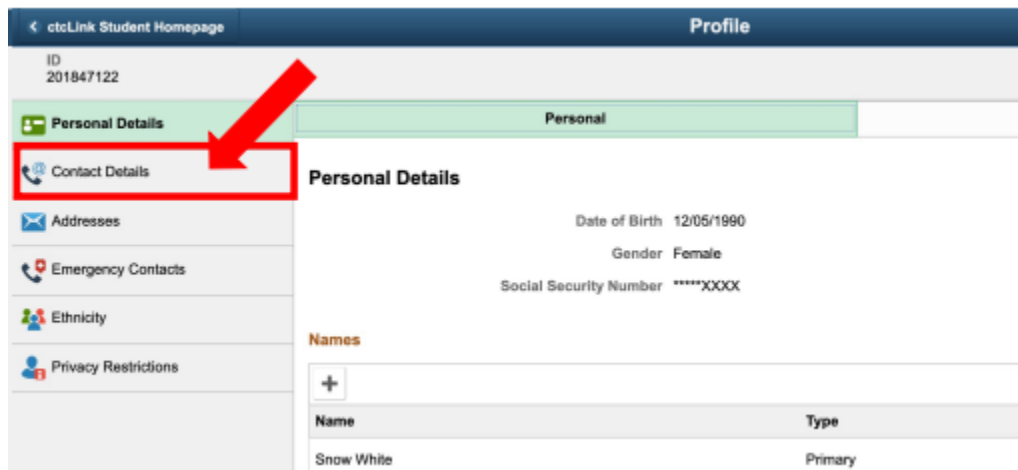
2. Click on **Student Homepage**.

A screenshot of the ctcLink Gateway dashboard. The top left shows the ctcLink logo and "My Institution View". The top right says "Welcome". Below the logo is a box with the SVC Skagit Valley College logo. To the right is a large banner that says "ctcLink GATEWAY". Below the banner are three main sections: "Canvas", "Your Gateway to ctcLink", and "How Do I...?". The "Student Homepage" link in the "Your Gateway to ctcLink" section is highlighted with a red box. The "How Do I...?" section contains text about training resources.

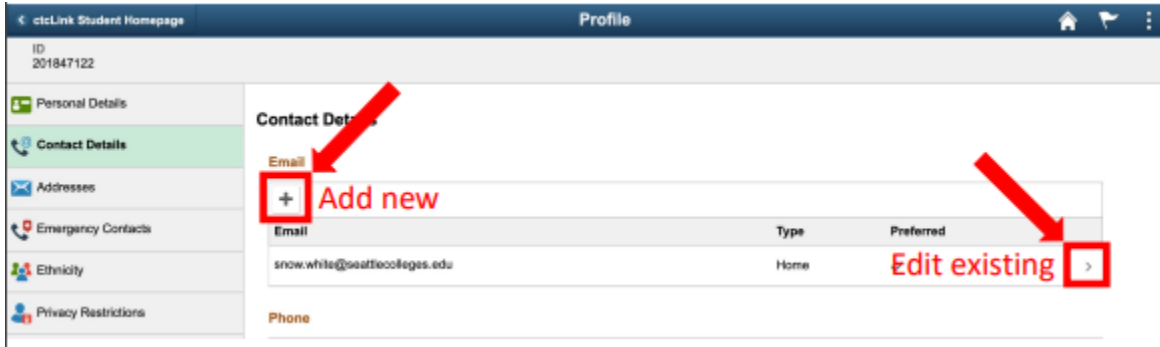
3. Select the **Profile** tile.



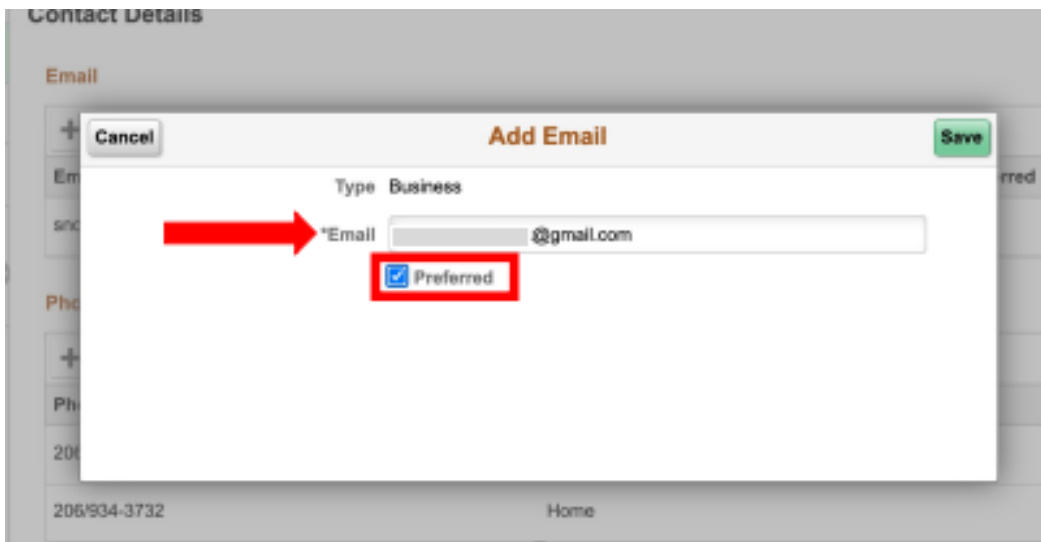
4. Click on **Contact Details**.



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



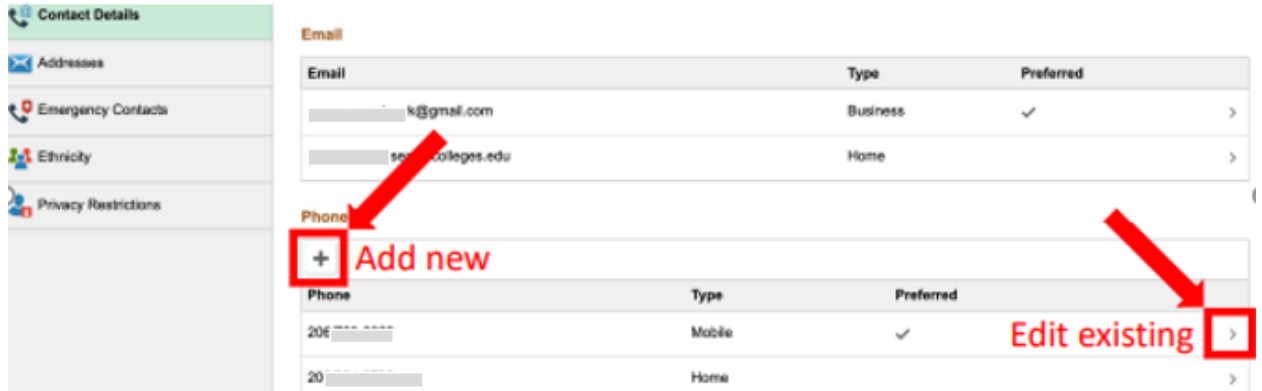
6. Enter the email address. Click the checkbox next to **Preferred**.



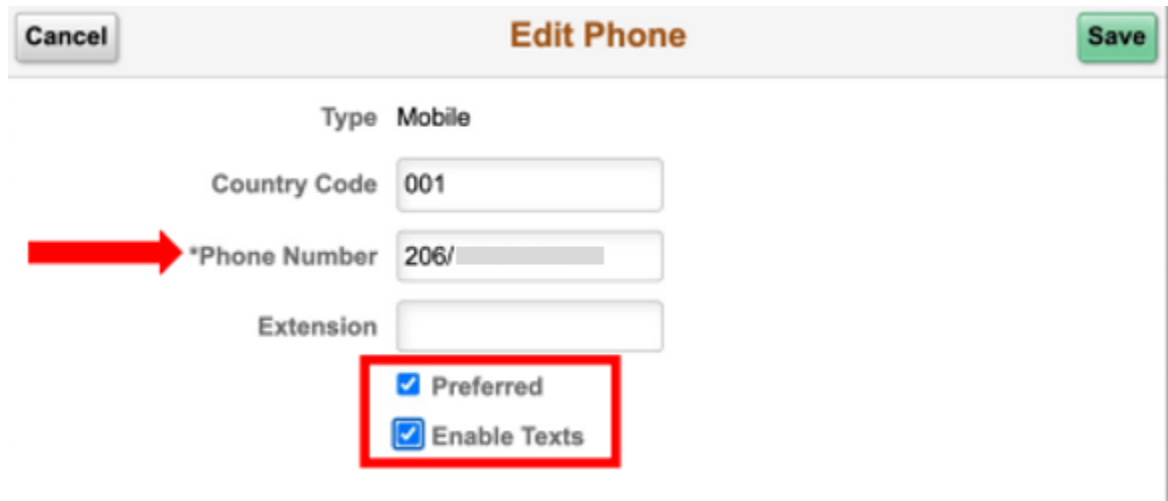
7. Click **Save** to save your changes. Review your changes.



8. To update an existing phone number, click on the arrow to the right of the number. To add a new phone number, click the + icon.



9. Choose the phone **Type** from the dropdown menu. There is an option to check Preferred and Enable Texts.



10. Click **Save**.

