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

www.seattlecentral.edu | www.southseattle.edu | www.northseattle.edu
Step 2: Click on the ctcLink icon.
Step 3: Enter your ctcLink ID and Password and click **Sign In**.
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**.
Step 5: Click on “Student Homepage”.
Step 6: Click on the Profile tile.
Step 7: Click on Contact Details.
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.
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.
**Contact Details**

<table>
<thead>
<tr>
<th>Email</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:megan.courtwork@gmail.com">megan.courtwork@gmail.com</a></td>
<td>Business</td>
<td>✓</td>
</tr>
<tr>
<td><a href="mailto:snow.white@seattlecolleges.edu">snow.white@seattlecolleges.edu</a></td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>

**Step 11:** Review your changes.
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.

The Type cannot be changed after saving the number.

You can add a new Type or update the existing number.
Enter the Phone Number.

**Step 14:** Click the checkboxes next to “Preferred” and “Enable Texts” to set your preferences.
Step 15: Click Save.
Review your changes.

**Step 16:**

### Contact Details

<table>
<thead>
<tr>
<th>Email</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:megan.courtwork@gmail.com">megan.courtwork@gmail.com</a></td>
<td>Business</td>
<td>✔</td>
</tr>
<tr>
<td><a href="mailto:snow.white@seattlecolleges.edu">snow.white@seattlecolleges.edu</a></td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>

### Phone

<table>
<thead>
<tr>
<th>Phone</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>+1 206/789-8828</td>
<td>Mobile</td>
<td>✔</td>
</tr>
<tr>
<td>+1 206/934-3732</td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>