ctcLink

Update your Contact Information

SEATTLE COLLEGES
Central · North · South

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

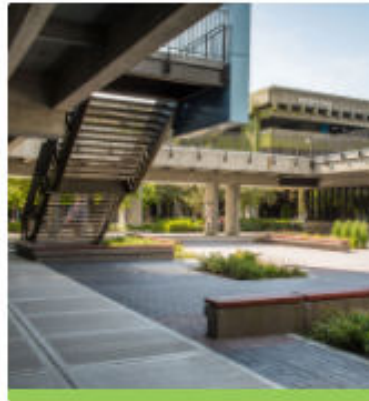www.seattlecentral.edu | www.southseattle.edu | www.northseattle.edu

Step 2: Click on the ctcLink icon.

Step 3: Enter your ctcLink ID and Password and click **Sign In**.

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

Community Colleges of Spokane
Spokane Community College

SEATTLE COLLEGES
Central · North · South

SOUTH SEATTLE COLLEGE

NORTH SEATTLE COLLEGE

SEATTLE CENTRAL COLLEGE

Step 4:

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.

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.

ID
201847122

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Personal

Biograp

Personal Details

Date of Birth   12/05/1990

Gender   Female

Social Security Number   *****XXXX

Names

+

Name	Type
Snow White	Primary

Step 7: Click on Contact Details.

ID
201847122

- Personal Details
- **Contact Details**
- Addresses
- Emergency Contacts
- Ethnicity
- Privacy Restrictions

Contact Details

Email

+ Add new

Email	Type	Preferred
snow.white@seattlecolleges.edu	Home	Edit existing >

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**.

Contact Details

Email

Cancel	**Add Email**	**Save**

Type   Business

➡ *Email   [megan.courtwork@gmail.com]   ›

☑ Preferred

Ph...

+

Ph...

206...   ›

206/934-3732   Home   ›

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.

7122

onal Details

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city

cy Restrictions

Contact Details

Email

Email	Type	Preferred
megan.courtwork@gmail.com	Business	✓
snow.white@seattlecolleges.edu	Home	

Phone

Step 11: Review your changes.

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Email

Email	Type	Preferred	
megan.courtwork@gmail.com	Business	✓	>
snow.white@se___colleges.edu	Home		>

Phone

[+] Add new

Phone	Type	Preferred	
206/789-8828	Mobile	✓	Edit existing >
206/934-3732	Home		>

Step 12:

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.

Step 13: Choose the phone **Type** from the dropdown menu.
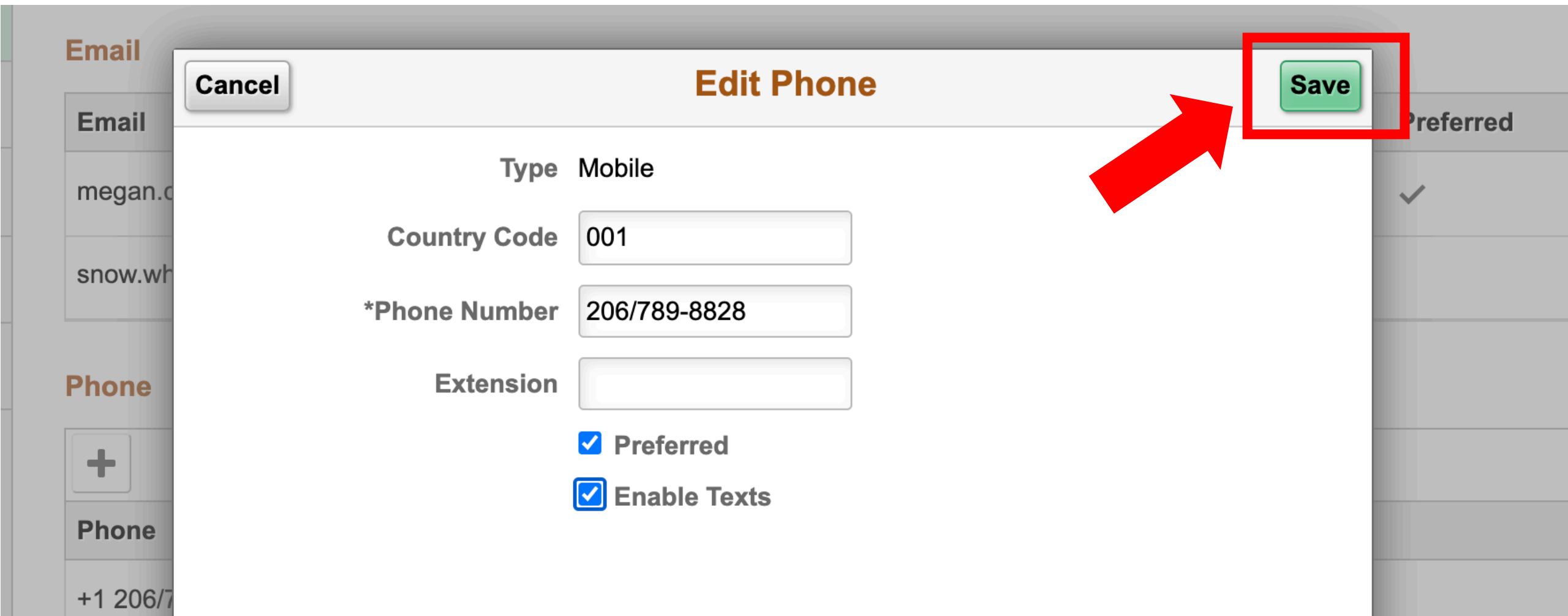
Enter the **Phone Number**.

Step 14:

Click the checkboxes next to "**Preferred**" and "**Enable Texts**" to set your preferences.

Step 15: Click Save.

Contact Details

Email

Email	Type	Preferred	
megan.courtwork@gmail.com	Business	✓	>
snow.white@seattlecolleges.edu	Home		>

Phone

➕

Phone	Type	Preferred	
+1 206/789-8828	Mobile	✓	>
+1 206/934-3732	Home		>

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Step 16: Review your changes.