



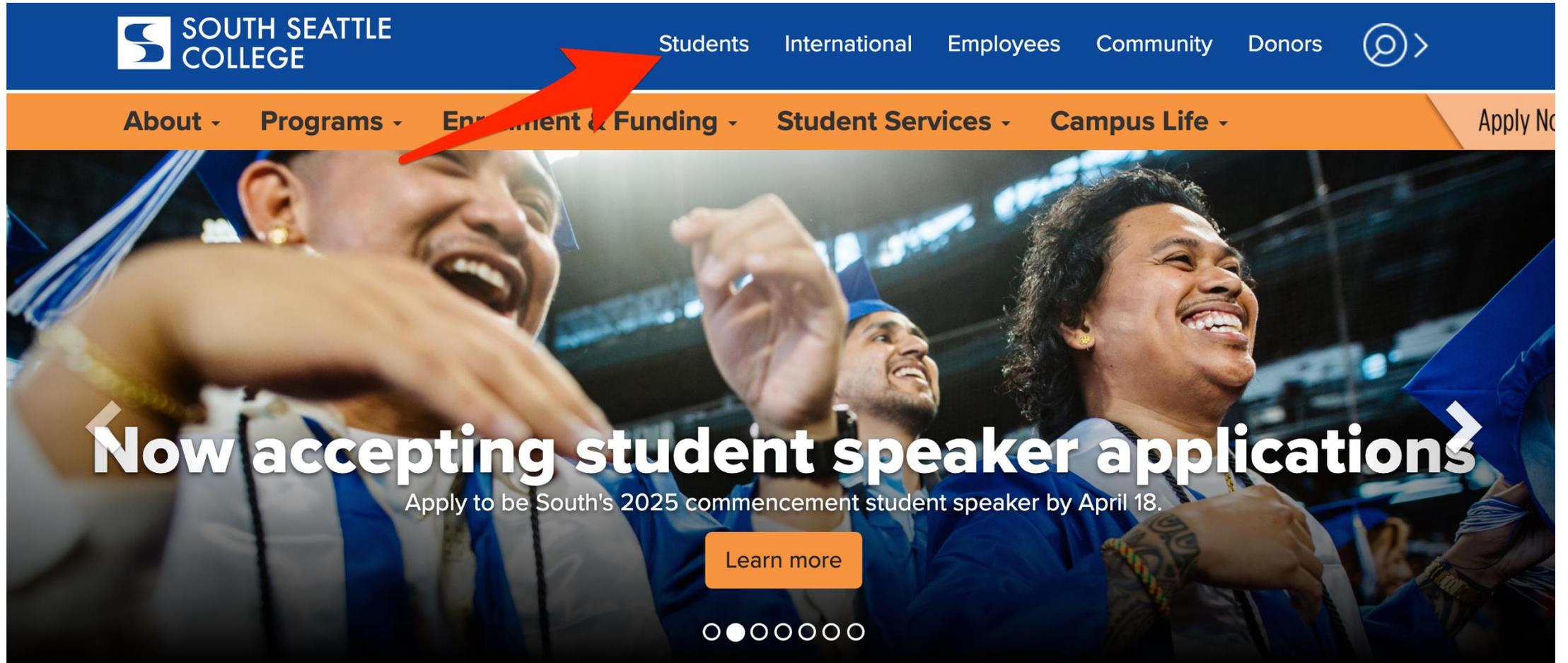
SEATTLE COLLEGES

North • Central • South

Update your Name:
Preferred/Chosen and Degree/Diploma

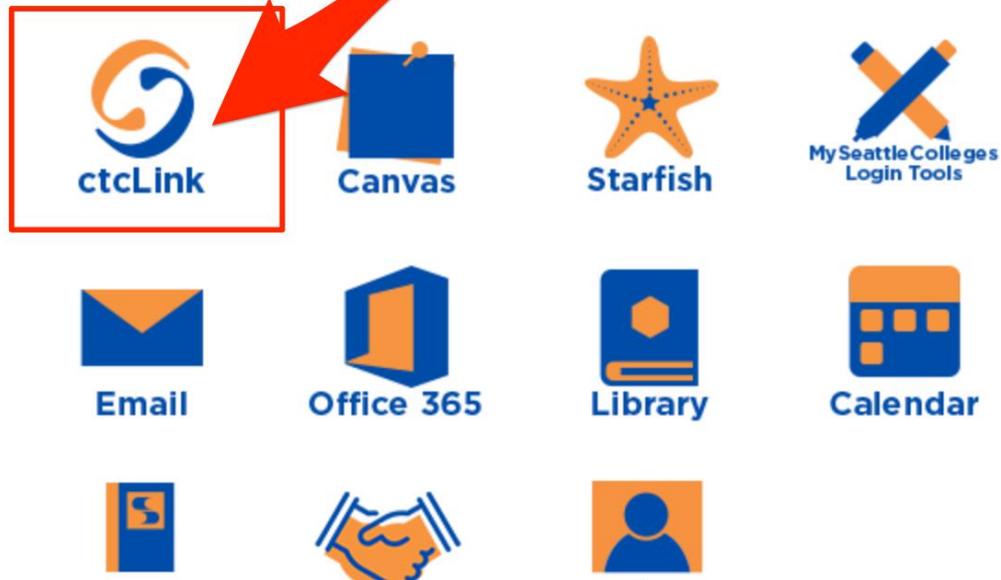
This guide shows students how to add or update their *Preferred/Chosen* and *Degree/Diploma* names in ctcLink.

Students must contact Enrollment Services to change their *Primary/Legal* name. Review the college's website for more information.



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

Students



A grid of icons for student services. The 'ctcLink' icon is highlighted with a red box and a red arrow pointing to it. The icons include: ctcLink, Canvas, Starfish, My Seattle Colleges Login Tools, Email, Office 365, Library, Calendar, and a person icon.

Latest from South Seattle College



South Seattle College Students Advocate for Change in Olympi...



Order's Up! South Seattle College Culinary Students Gain Exp...

Step 2: Click the ctcLink icon.



**Washington State Community and
Technical Colleges**

ctcLink ID

Password

Keep me signed in

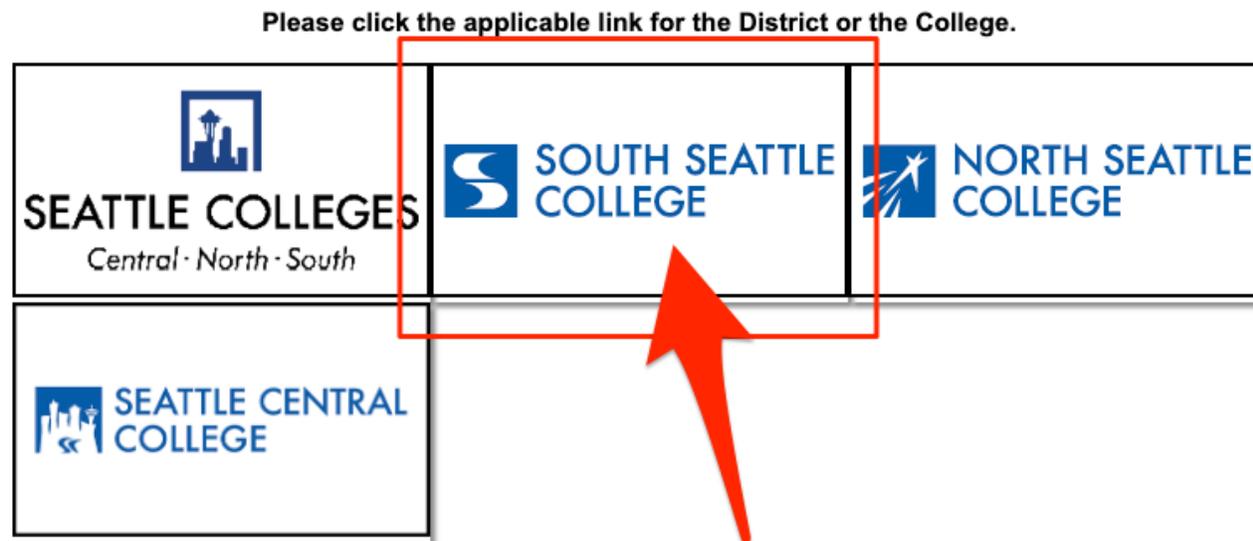
Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

Step 3: Enter your ctcLink ID and password. Then 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, you will not see this page. Go to the next step.



Canvas

Student Homepage



Your Gateway to ctcLink

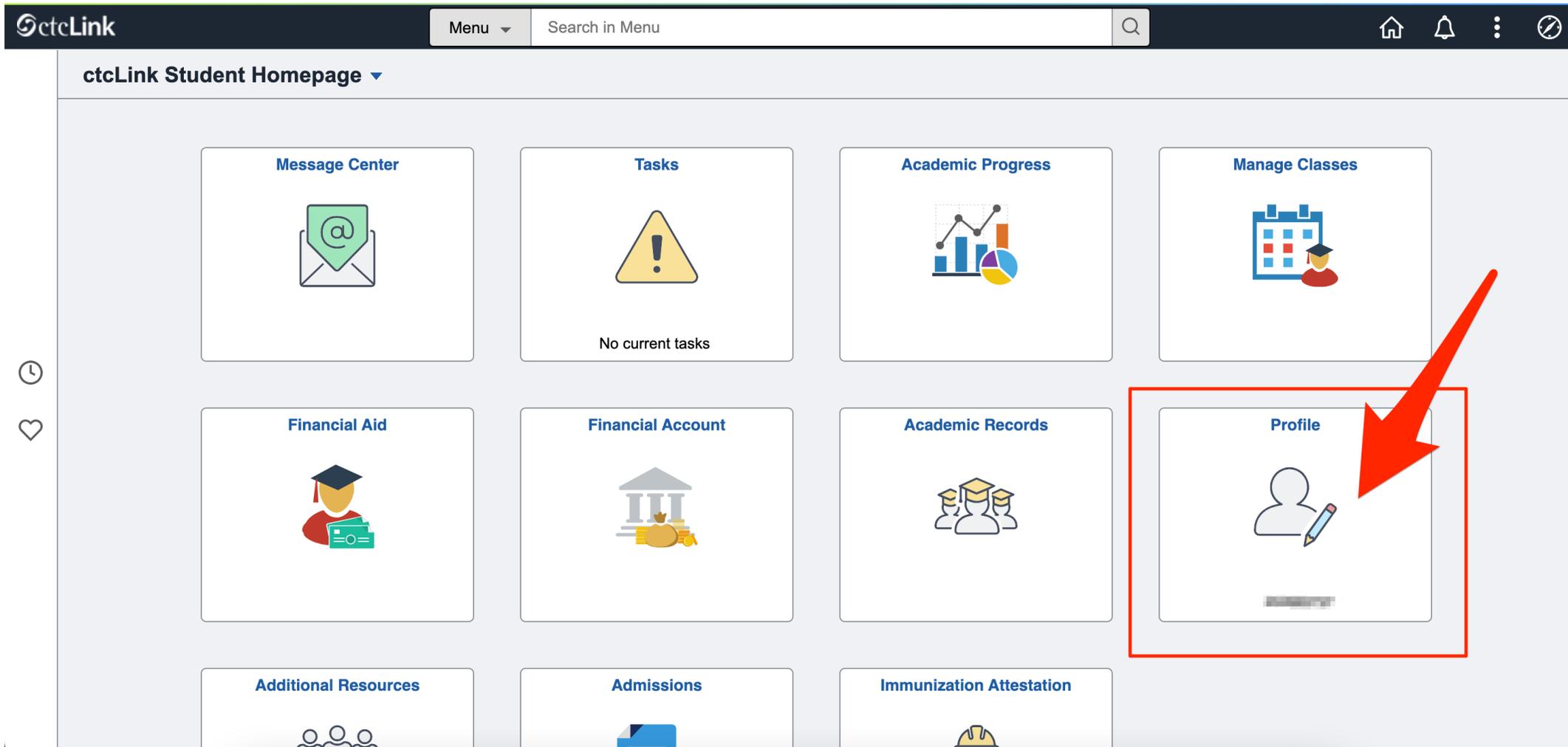
Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

How do I...?

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

Step 5: Click on Student Homepage.



Step 6: Click on Profile.

ctcLink Student Homepage Profile

ID 2020[REDACTED]

Personal Details Personal Biographic

Personal Details

Date of Birth [REDACTED]
Gender [REDACTED]
Social Security Number *****XXXX

▼ Name

+ [REDACTED]

Name	Type
Star Fish	Primary >

Add New Name: Click the + sign.

Step 7: Change Existing Name: Click on an existing name.

Cancel Add Name Save

*Type
✓
Degree
Preferred

*Name Format

Prefix

*First Name

Middle Name

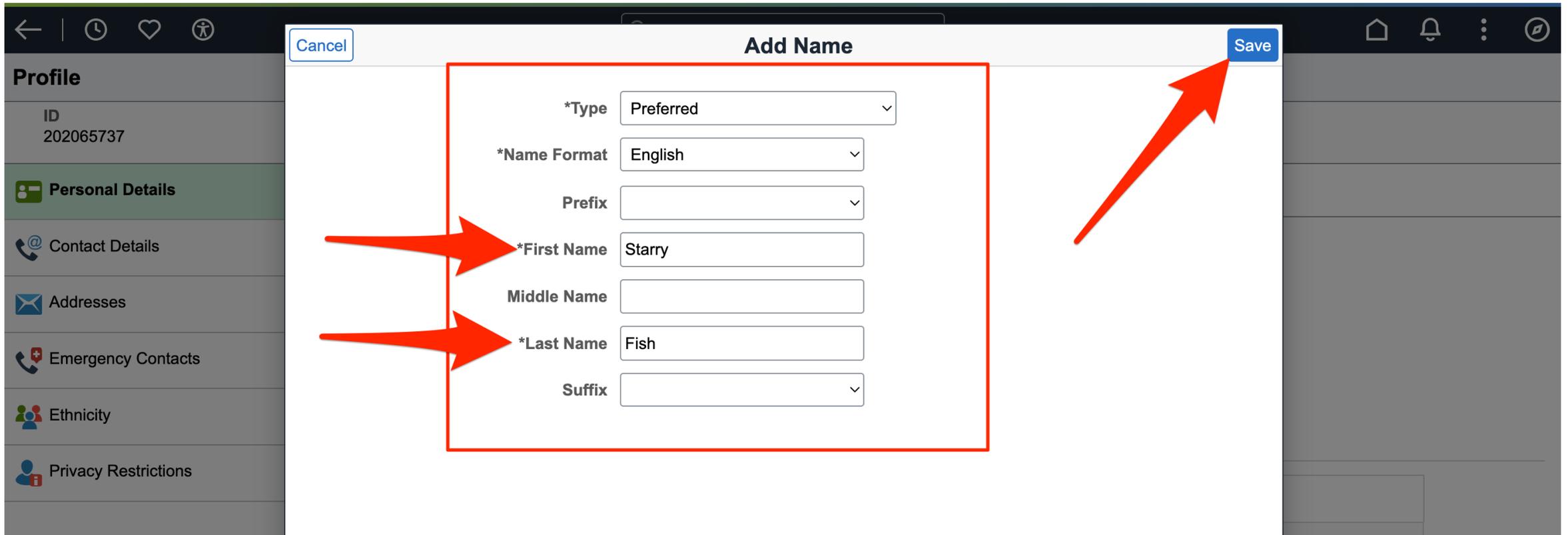
*Last Name

Suffix

Select the name you want to add from the **Type** dropdown: *Degree* or *Preferred*.

Step 8:

Degree is the name that will be printed on your diploma. If you do not have a Degree name listed, your diploma will use your Primary/Legal name.



Step 9: Enter your First and Last name. Then click **Save**.

← | 🕒 | ❤️ | 🛡️ | 🔍 Search in Menu | 🏠 | 🔔 | ⋮ | 🗨️

Profile

ID [REDACTED]

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

Personal | Biographic

Personal Details

Date of Birth [REDACTED]
Gender [REDACTED]
Social Security Number *****XXXX

▼ **Names**

+ [REDACTED]

Name	Type	
Star Fish	Primary	>
Starry Fish	Preferred	>



Step 10: Voilà! Your Preferred/Chosen or Degree/Diploma name is now in your profile.

NOTICE TO STUDENTS

All Seattle Colleges students are bound to generally recognized ethical and professional practices outlined in [Seattle Colleges' Student Activities, Rights and Discipline chapter of Washington Administrative Code](#).

Changing your Preferred/Chosen name in ctcLink does not automatically change your MySeattleColleges username or Seattle Colleges email address.

Log in to MySeattleColleges Login Tools to submit a request to match your username and email address to your Preferred/Chosen name in ctcLink.

Changing your Preferred/Chosen name in ctcLink only updates the name that is displayed in ctcLink, Canvas, Starfish, Handshake, and other technology tools. It does not change your legal name.

Student workers of all kinds are bound to HR processes for Preferred/Chosen name requests in both ctcLink and Seattle Colleges tools. If you are a student worker, please reach out to your college's HR office for more information or questions.