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.
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.
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.
### Contact Details

#### Email

<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>

**Step 16:** Review your changes.