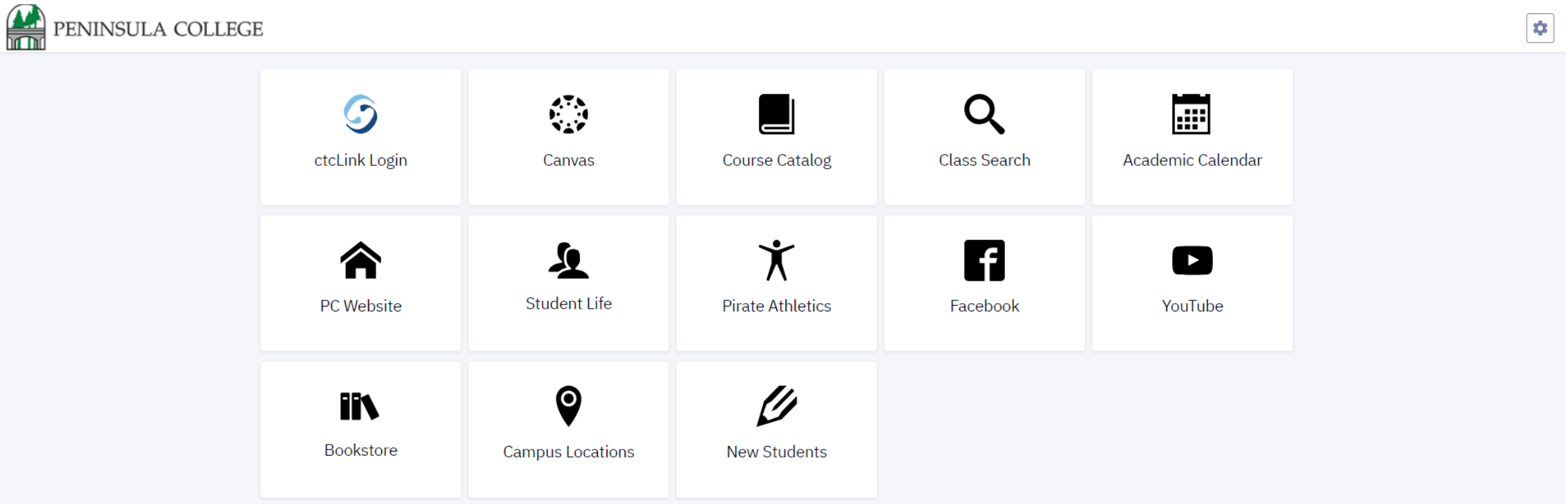# How to Set Preferred Contact in ctcLink (Email)

This guide will show you how to set a preferred email address on your ctcLink account.
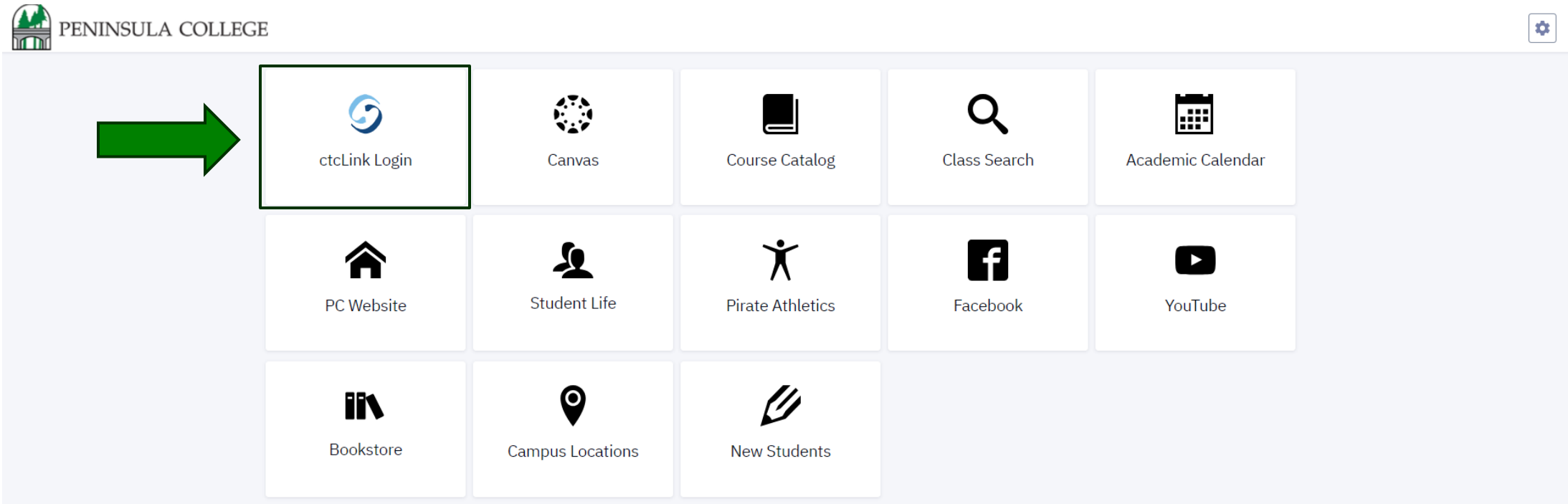
Proceed to ctcLink:

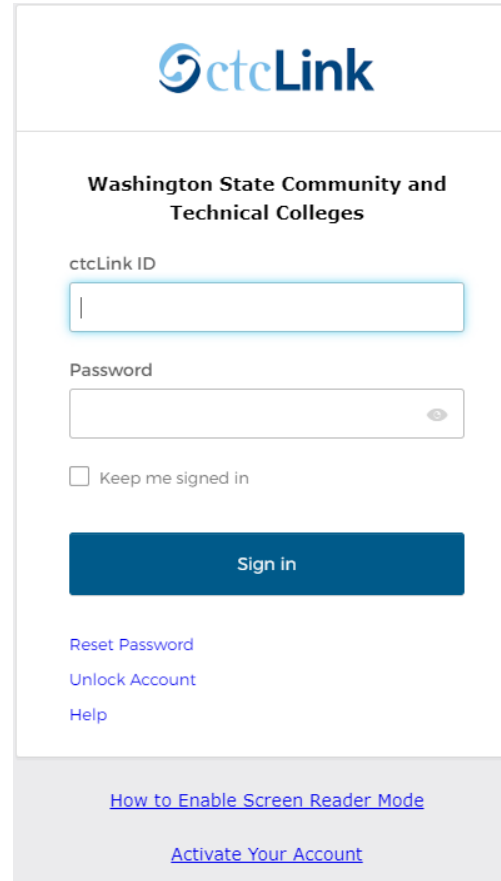1. Open web browser and go to the <u>ctcLink Mobile Site</u> OR open the ctcLink app on your mobile device.

Navigate to ctcLink Login Portal:

2. Select/Tap on the **ctcLink Login Tile.**

Log in to ctcLink:

3. Enter your ctcLink ID and password, then click **Sign in.**
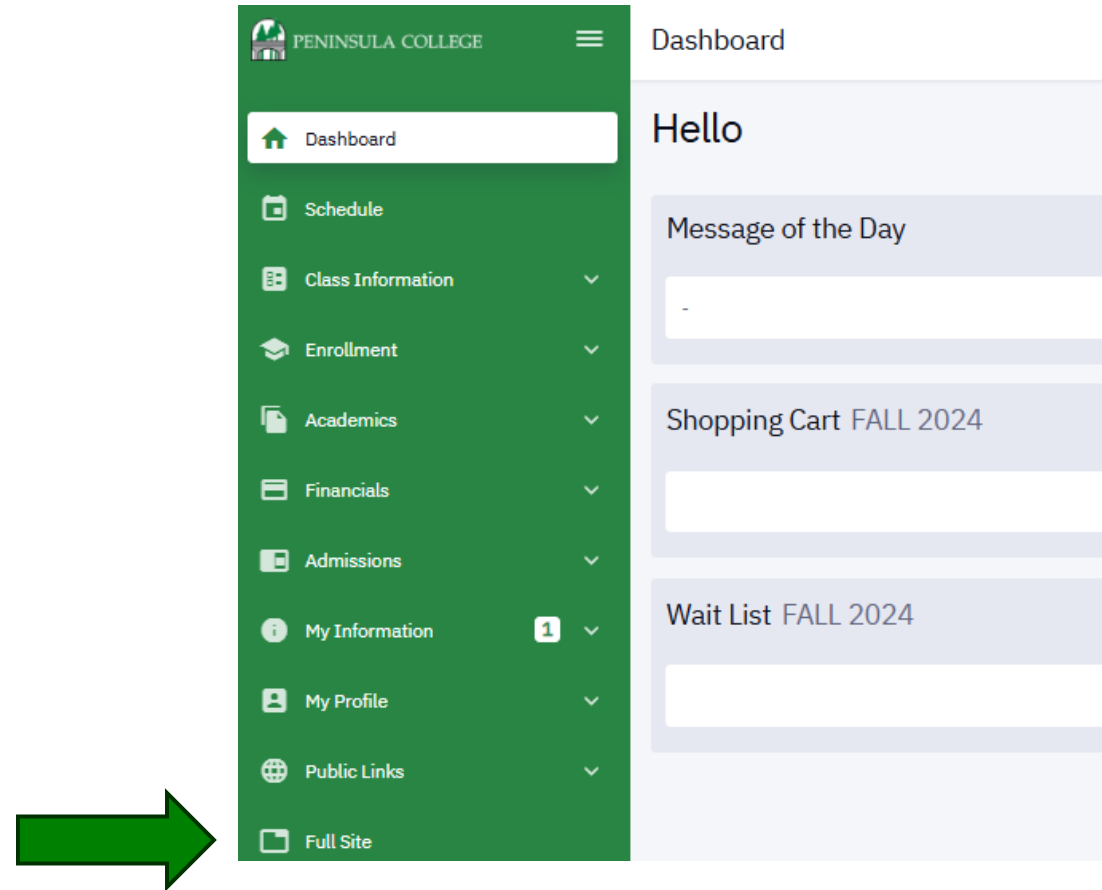
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Open Full Site:

4. On the left, select **Full Site**.

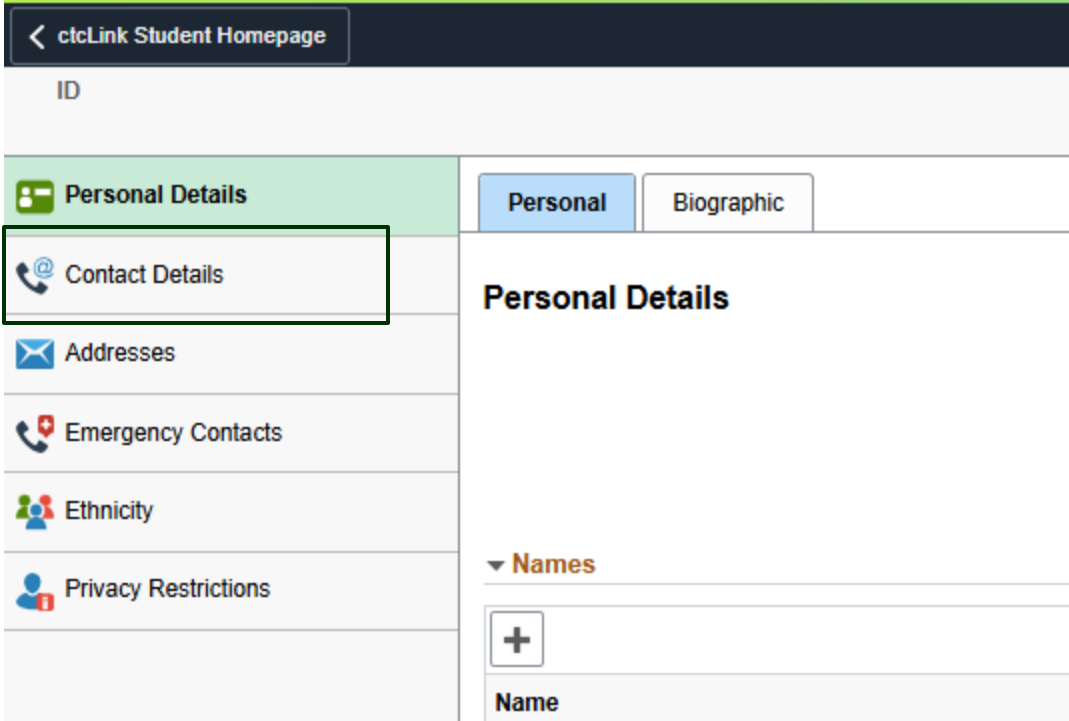# Select Profile:

5. Select **Profile** from the list of options.
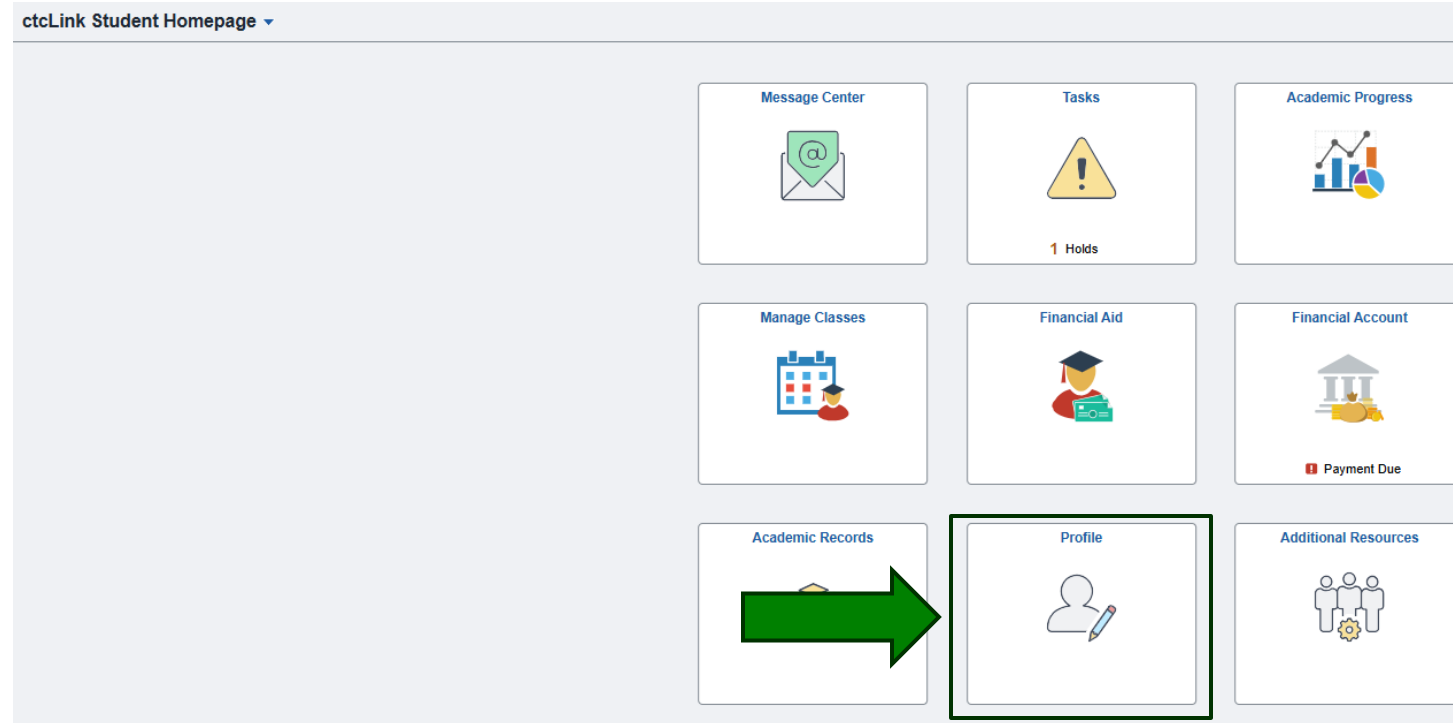
Select Contact Details:
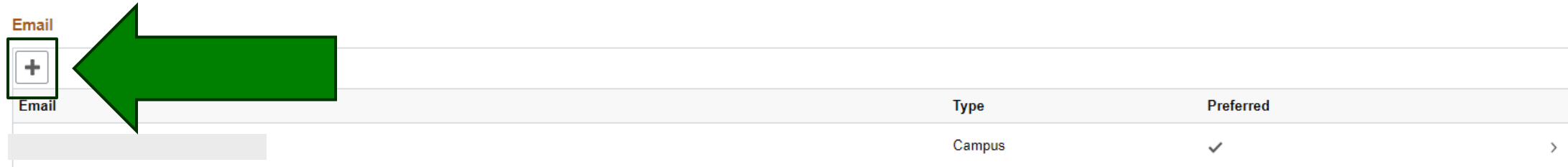
6. Expand **Contact Details**.

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Add Email:

7. Under the **Email** section, click the **Add Icon (+)** to add an email address.
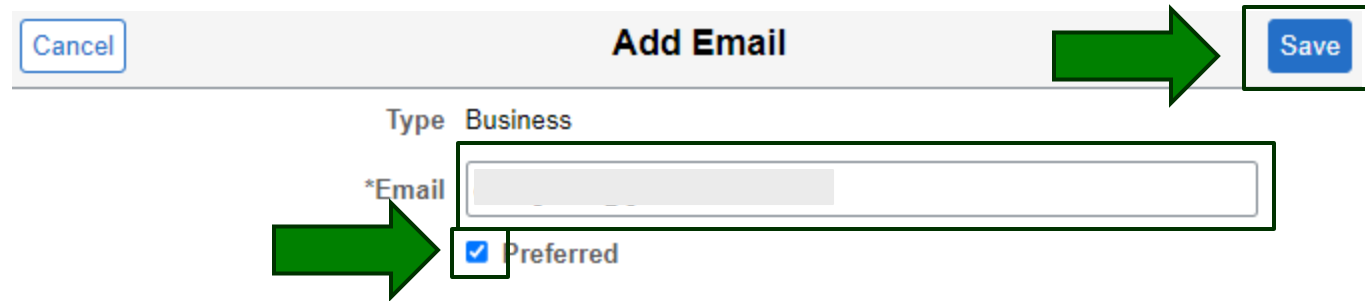
Email

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Email	Type	Preferred	
	Campus	✓	›

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Add Email Address:

8. Enter your preferred address and **check the box** next to 'Preferred'. Click **Save.**

Preferred Contact Saved:

9. Your Preferred Contact email address has been saved. Note: It may take up to an hour for the change to take effect.

If you have any questions or need further assistance contact the IT Help Desk at (360) 417-6565 or helpdesk@pencol.edu