

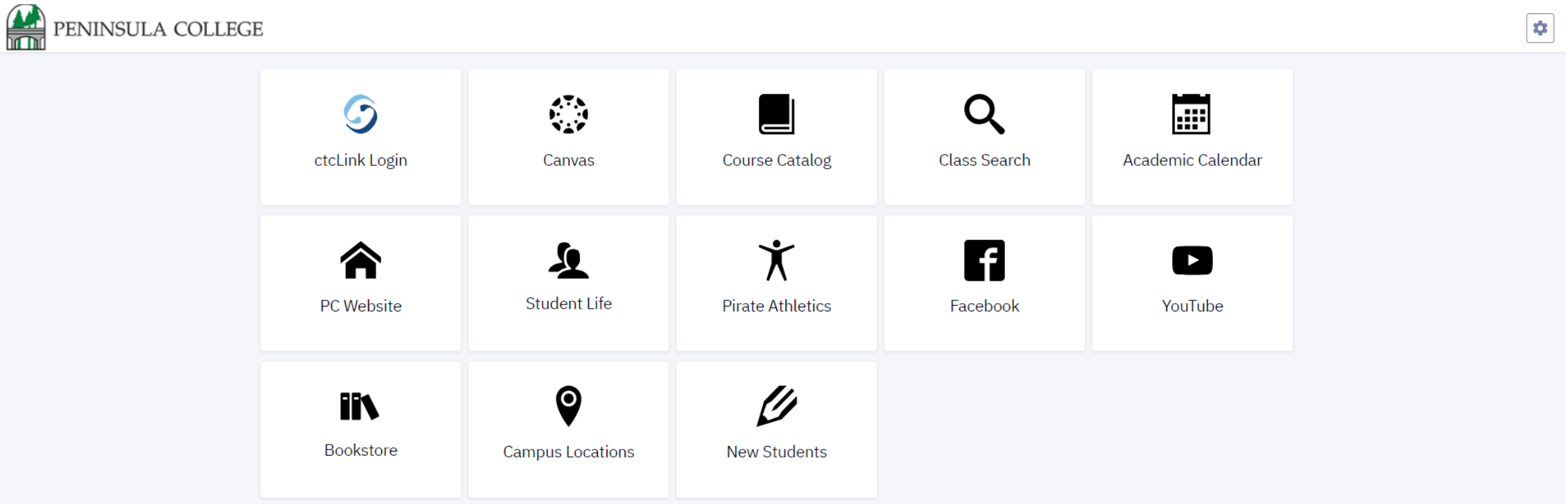
How to Set Preferred Contact in ctcLink (Email)

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



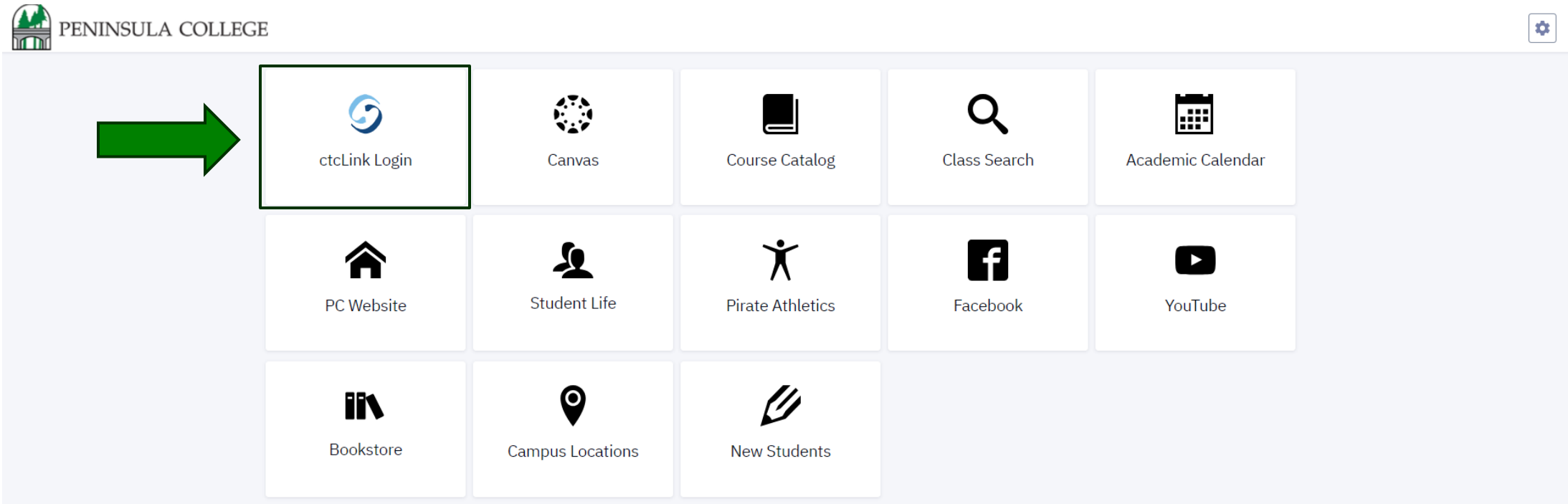
Proceed to ctcLink:

1. Open web browser and go to the [ctcLink Mobile Site](#) OR open the ctcLink app on your mobile device.



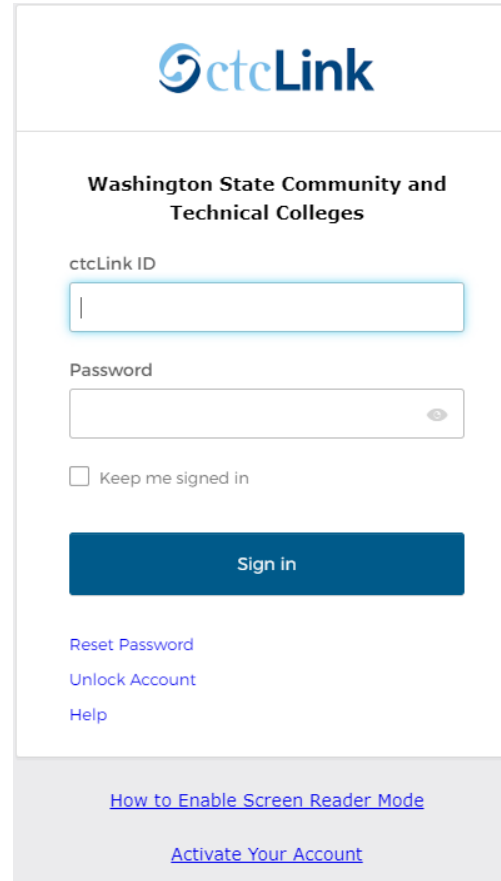
Navigate to ctcLink Login Portal:

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



Log in to ctcLink:

3. Enter your ctcLink ID and password, then click **Sign in**.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. There are two input fields: "ctcLink ID" and "Password". The "ctcLink ID" field is currently empty. Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is positioned below the checkbox. At the bottom of the form area, there are three links: "Reset Password", "Unlock Account", and "Help". A grey footer bar at the very bottom contains two links: "How to Enable Screen Reader Mode" and "Activate Your Account".

ctcLink

Washington State Community and
Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

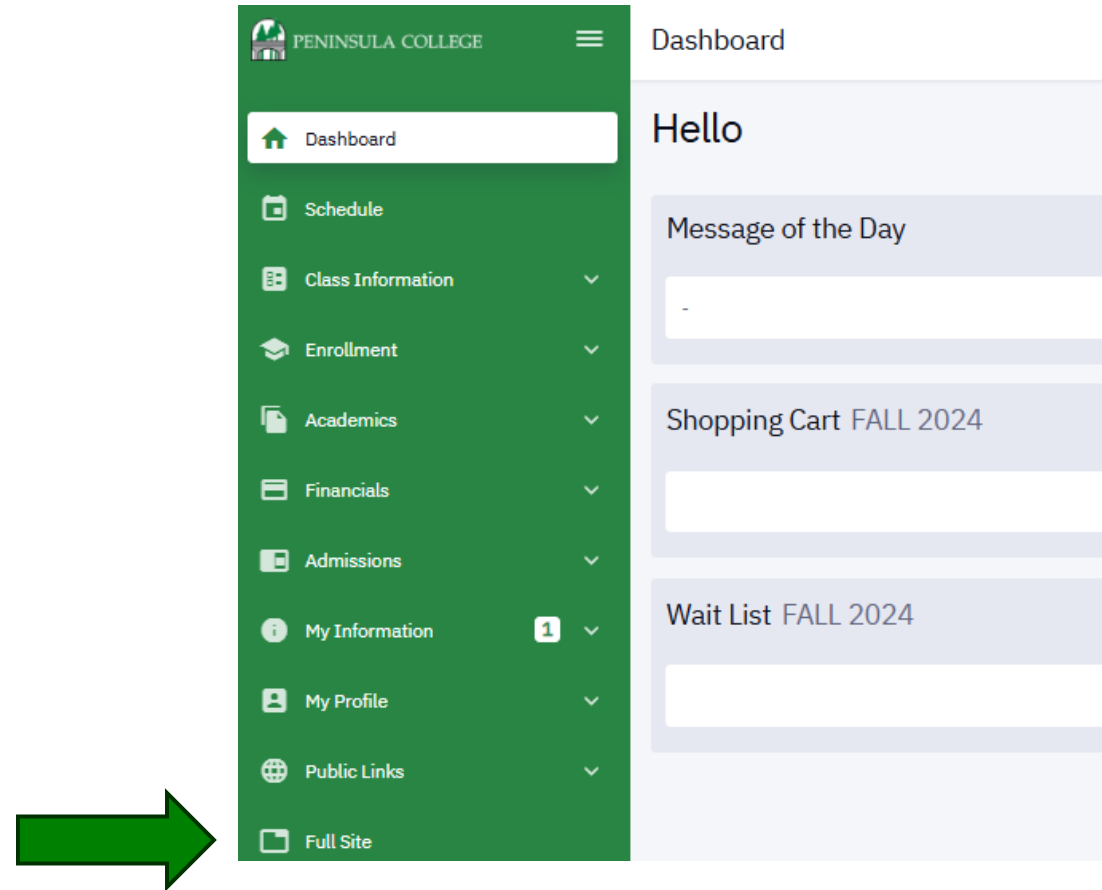
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



Open Full Site:

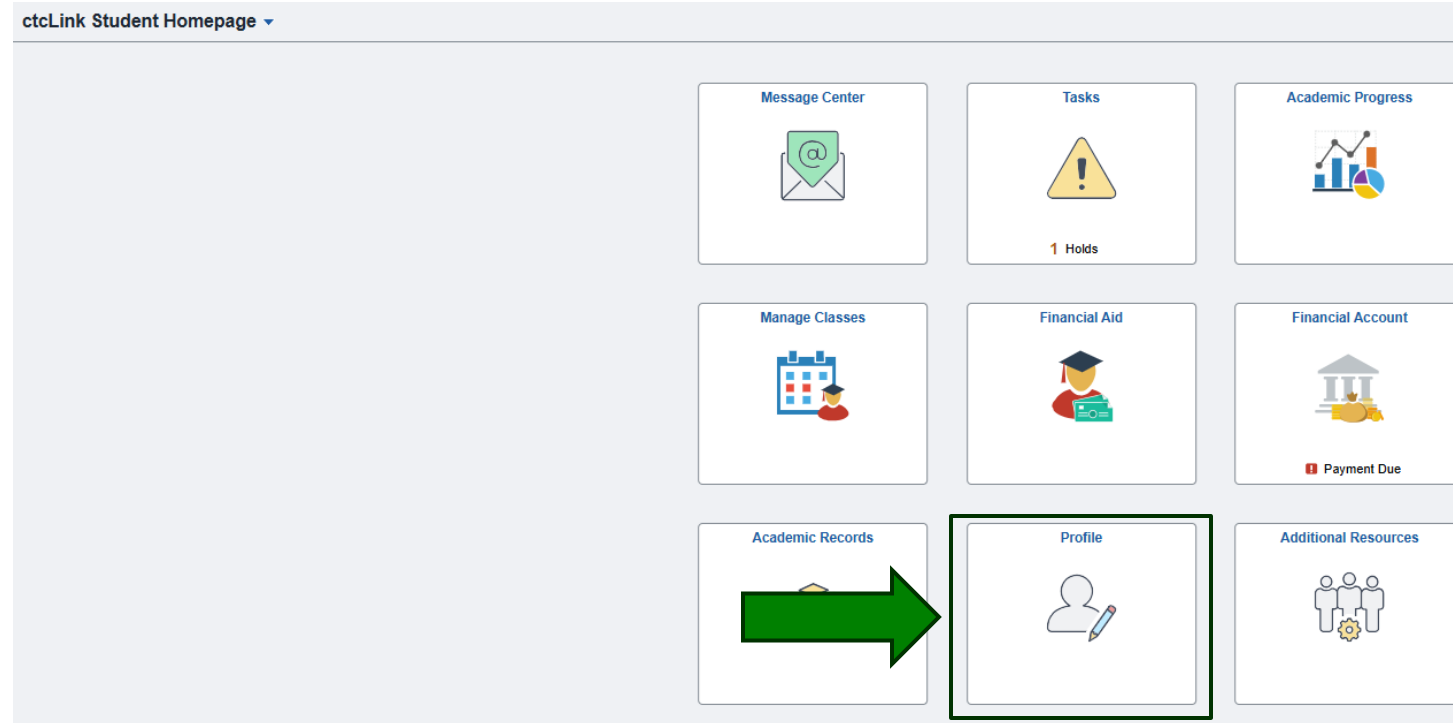
4. On the left, select **Full Site**.



The image shows a screenshot of the Peninsula College dashboard. On the left is a green navigation menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information (with a notification badge '1'), My Profile, Public Links, and Full Site. A large green arrow points to the 'Full Site' option at the bottom of the menu. The main content area on the right is titled 'Dashboard' and contains sections for 'Hello', 'Message of the Day', 'Shopping Cart FALL 2024', and 'Wait List FALL 2024'.

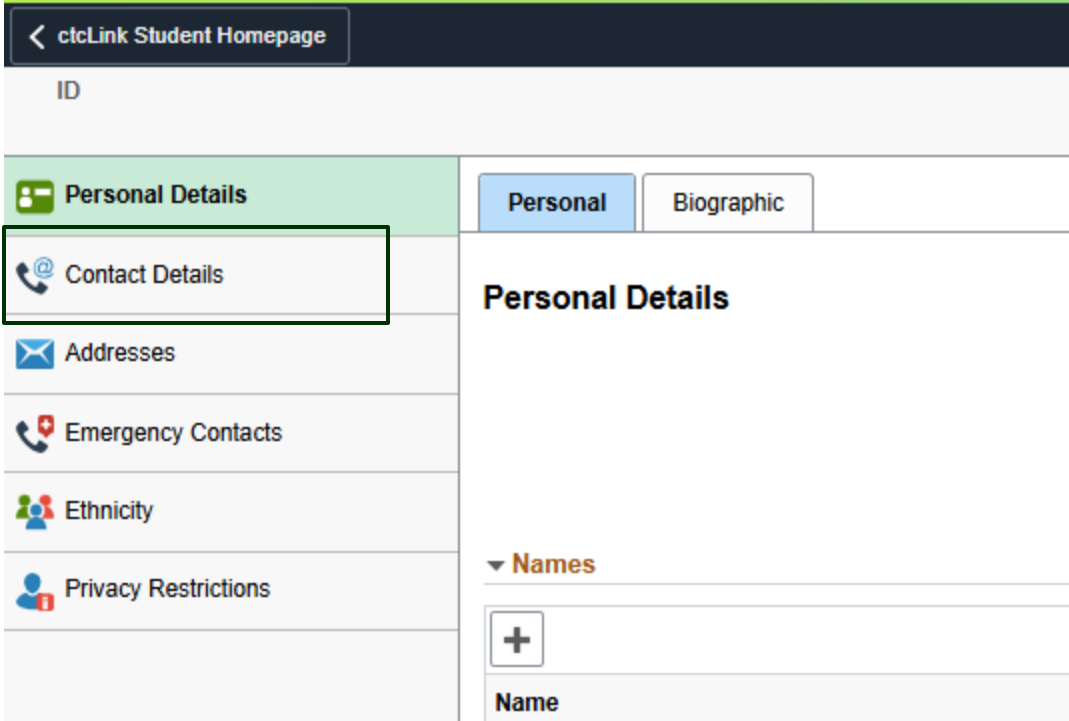
Select Profile:

5. Select **Profile** from the list of options.



Select Contact Details:

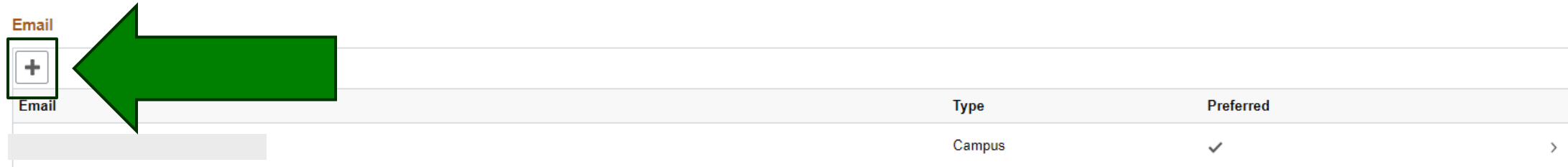
6. Expand **Contact Details**.



The screenshot shows the 'ctcLink Student Homepage' interface. A green arrow points to the 'Contact Details' option in the left-hand menu, which is highlighted with a black border. The main content area displays 'Personal Details' with tabs for 'Personal' and 'Biographic'. Under the 'Personal' tab, there is a section titled 'Names' with a plus sign icon and the label 'Name'.

Add Email:

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

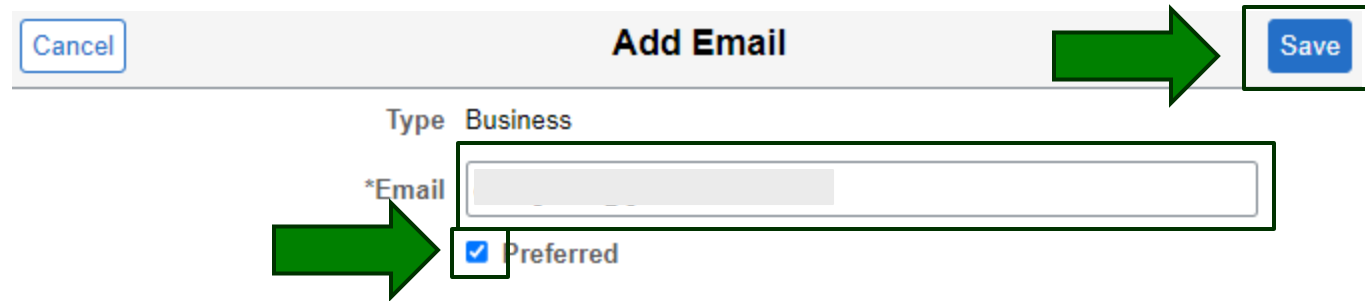


The screenshot shows a user interface for managing email addresses. On the left, there is a section header 'Email' in orange text. Below it is a white box containing a plus sign icon, also labeled 'Email'. A large green arrow points from the right towards this plus sign icon. To the right of the plus sign icon is a table with the following structure:

Type	Preferred
Campus	✓

Add Email Address:

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



The image shows a screenshot of a web form titled "Add Email". The form has a light gray header bar with a "Cancel" button on the left, the title "Add Email" in the center, and a "Save" button on the right. A green arrow points from the "Save" button towards the right. Below the header, there is a "Type" dropdown menu with "Business" selected. A green arrow points to the "Type" dropdown. Below the dropdown is a text input field labeled "*Email" with a green arrow pointing to it. Below the email field is a checkbox labeled "Preferred" which is checked, with a green arrow pointing to it.



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.

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

Contact Details

Email

Email	Type	Preferred	
<input type="text"/>	Campus	<input checked="" type="checkbox"/>	>
<input type="text"/>	Home	<input type="checkbox"/>	>

Phone

Phone	Type	Preferred	
<input type="text"/>	Home	<input checked="" type="checkbox"/>	>

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

