

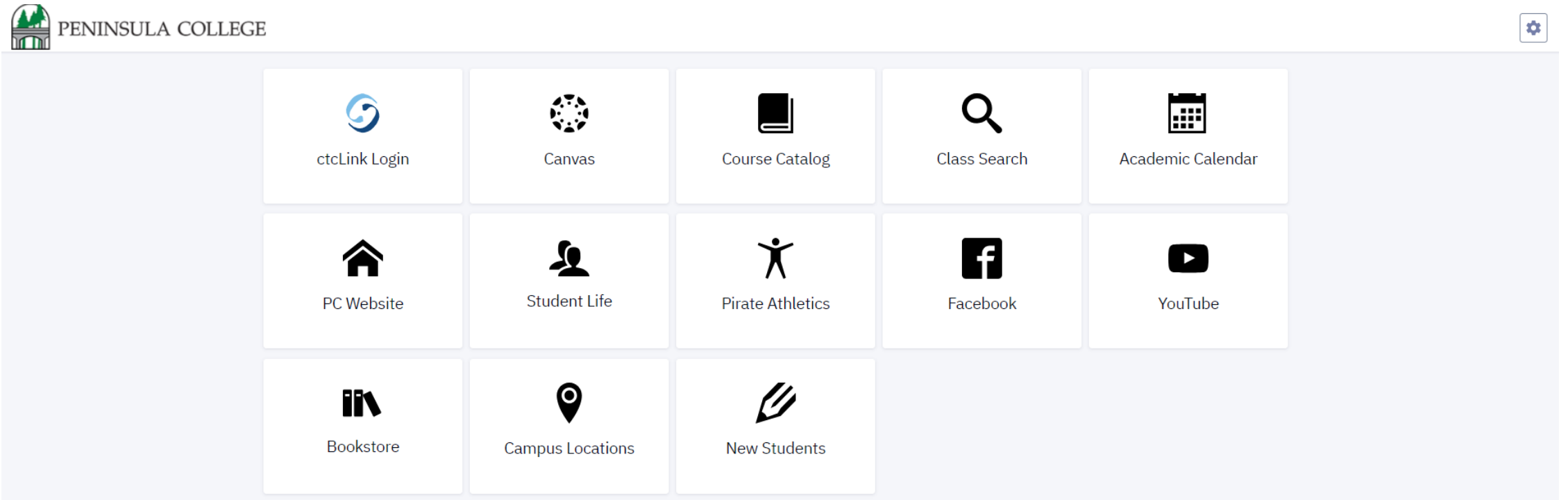
# How to Set Preferred Contact in ctcLink (Phone)

This guide will show you how to set a preferred phone number 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.

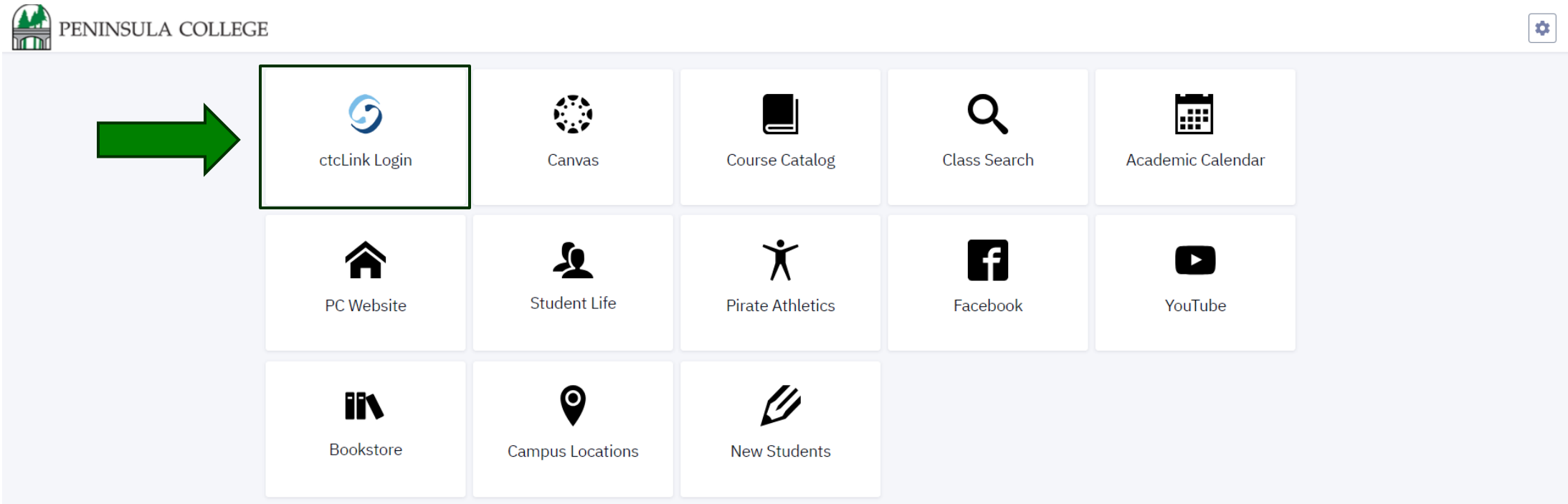


The screenshot shows the mobile site dashboard for Peninsula College. At the top left is the college logo and name, and at the top right is a settings gear icon. The main area contains a grid of 15 white tiles with icons and labels:

 ctcLink Login	 Canvas	 Course Catalog	 Class Search	 Academic Calendar
 PC Website	 Student Life	 Pirate Athletics	 Facebook	 YouTube
 Bookstore	 Campus Locations	 New Students		

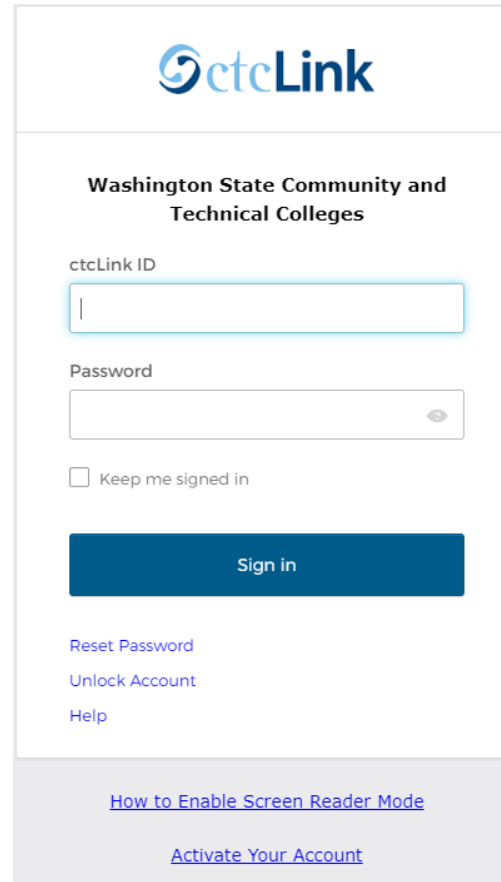
# Navigate to ctcLink Login Portal:

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. The login form includes a "ctcLink ID" input field, a "Password" input field with a toggle icon, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the password field. At the bottom of the form, there are links for "Reset Password", "Unlock Account", and "Help". A footer section contains links for "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](#)

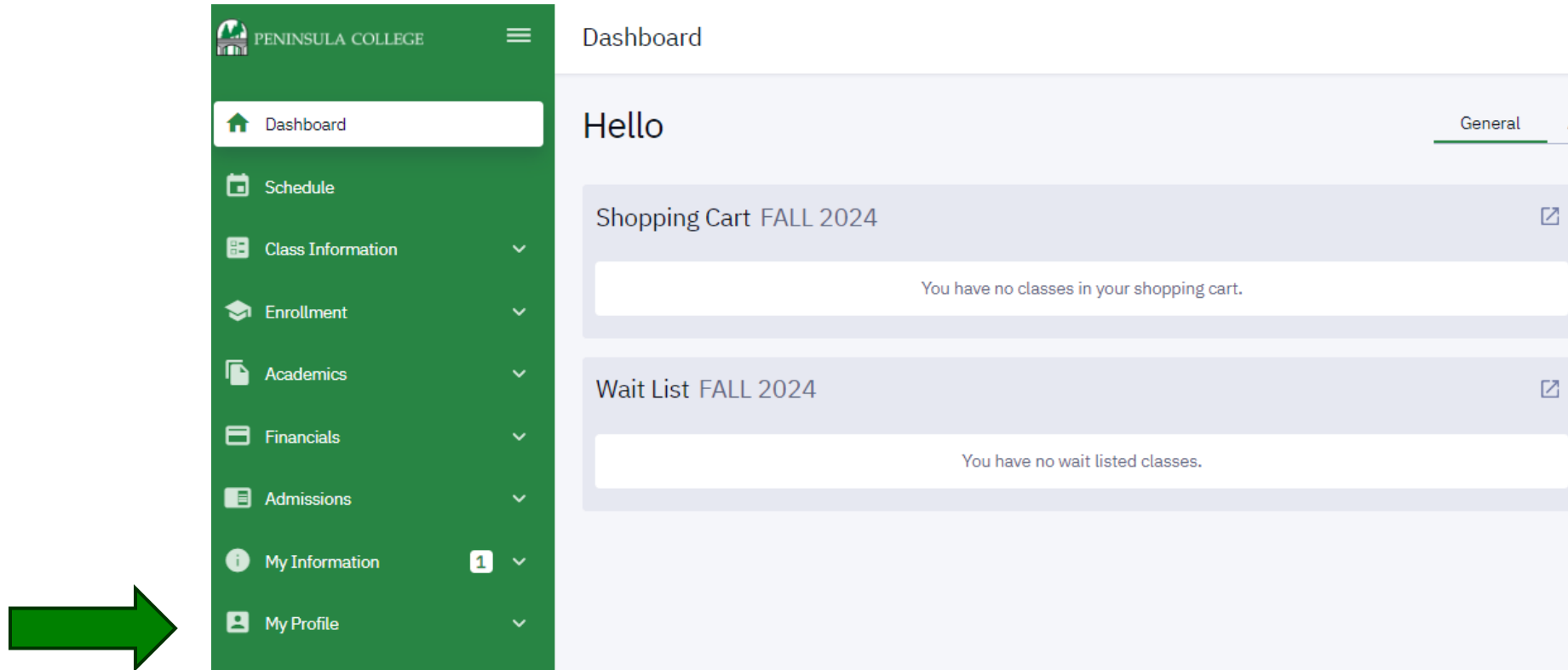
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



# Expand My Profile:

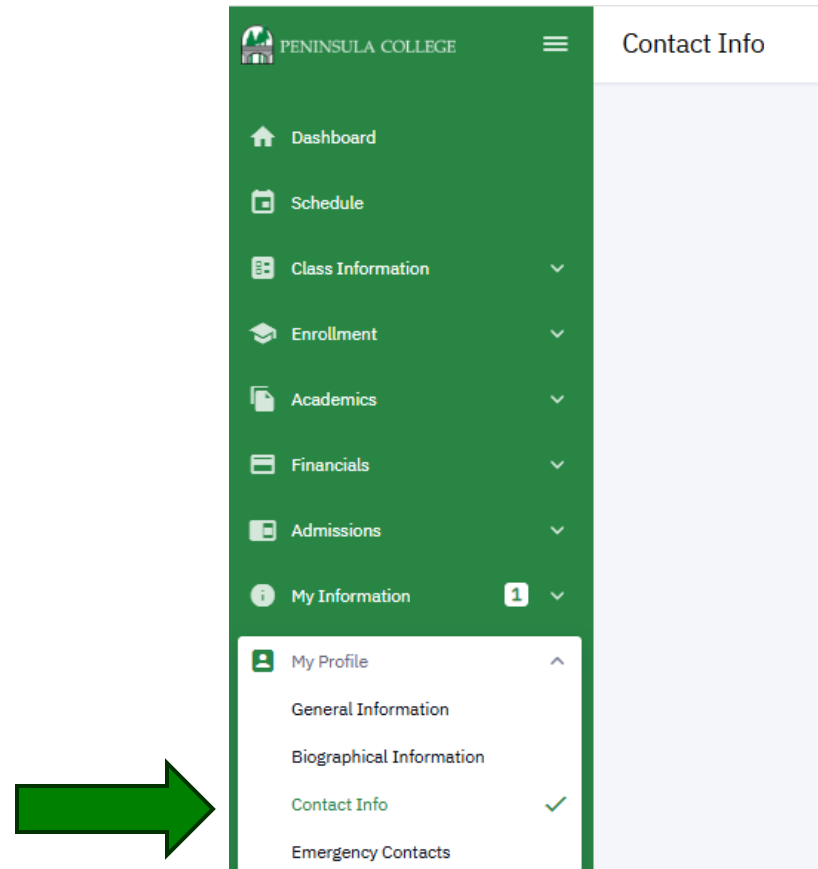
4. On the left, select **My Profile** to expand the menu.



The image shows a screenshot of the Peninsula College dashboard. On the left is a green sidebar menu with the following items: Dashboard, Schedule, Class Information, Enrollment, Academics, Financials, Admissions, My Information (with a notification badge '1'), and My Profile. A large green arrow points to the 'My Profile' item. The main content area is titled 'Dashboard' and 'Hello'. It features two sections: 'Shopping Cart FALL 2024' and 'Wait List FALL 2024', both containing the message 'You have no classes in your shopping cart.' and 'You have no wait listed classes.' respectively. A 'General' tab is visible at the top right of the main content area.




# Select Contact Info:

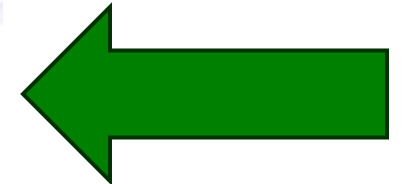
5. Select **Contact Info** from the list of options.



# Add Phone Number:

6. Under the **Phone** section, click **Add Phone Number** to add a phone number.

General Info	Biographical Info	Contact Info	Emergency Contacts
Addresses		Add Future Address ▾	Add Address ▾
Home :			
Phones		Add Phone Number ▾	
Mobile:			
Home:			



## Add Phone Number:

7. Enter your preferred address and **check the box** next to Make this phone preferred. Click **Save**.

Phones Add Phone Number ▾

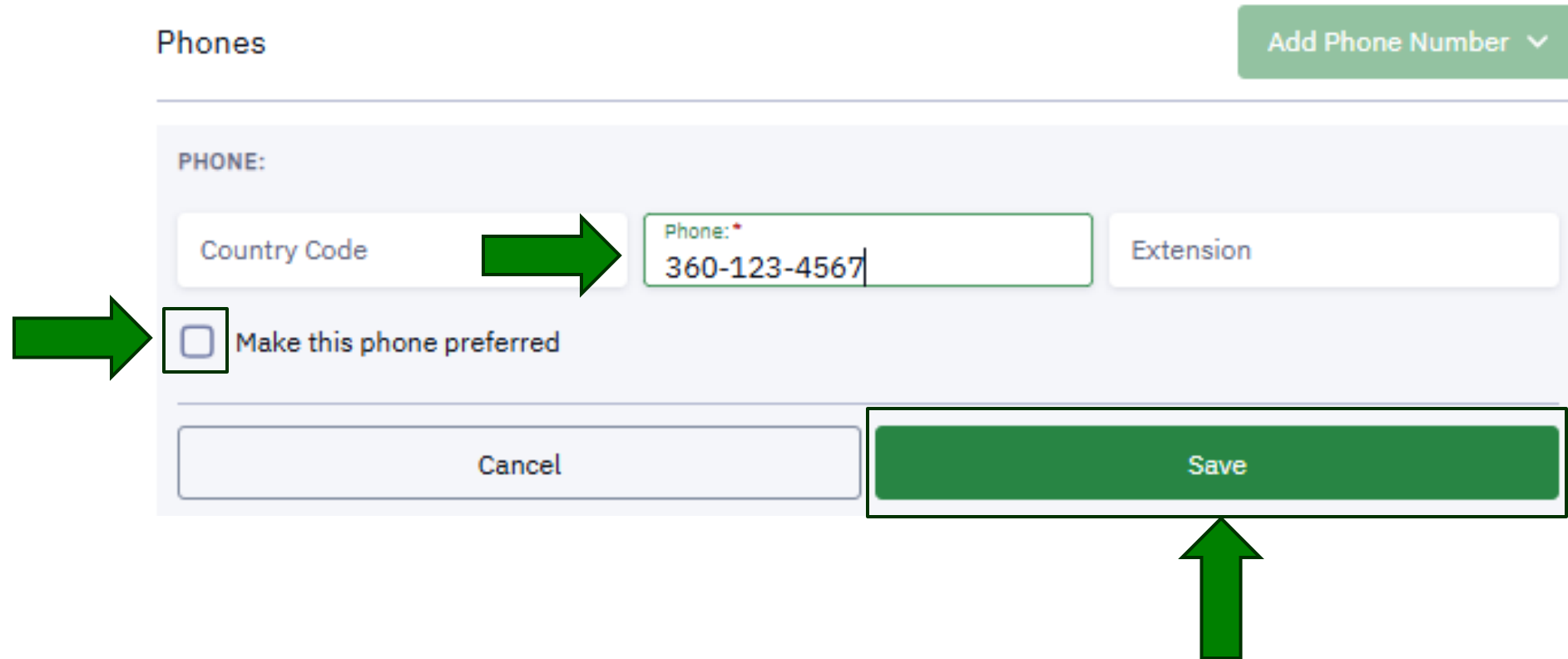
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PHONE:

Country Code	Phone: * 360-123-4567	Extension
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Make this phone preferred

Cancel Save



The image shows a web form for adding a phone number. At the top right is a green button labeled 'Add Phone Number' with a dropdown arrow. Below this is a light blue box containing the phone entry fields. The 'PHONE:' label is at the top left of this box. There are three input fields: 'Country Code', 'Phone: \*' (containing '360-123-4567'), and 'Extension'. Below these fields is a checkbox labeled 'Make this phone preferred'. At the bottom of the box are two buttons: 'Cancel' and 'Save'. Green arrows point to the 'Make this phone preferred' checkbox and the 'Save' button. A green bar is at the bottom of the page.





# Preferred Contact Saved:

8. Your Preferred Contact phone number has been saved. Note: It may take up to an hour for the change to take effect.

Contact Info

General Info   Biographical Info   **Contact Info**   Emergency Contacts

Addresses Add Future Address Add Address

Home :

Phones Add Phone Number

Mobile: **PREFERRED**

Home:

✔ SUCCESS  
Work phone was added.

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

