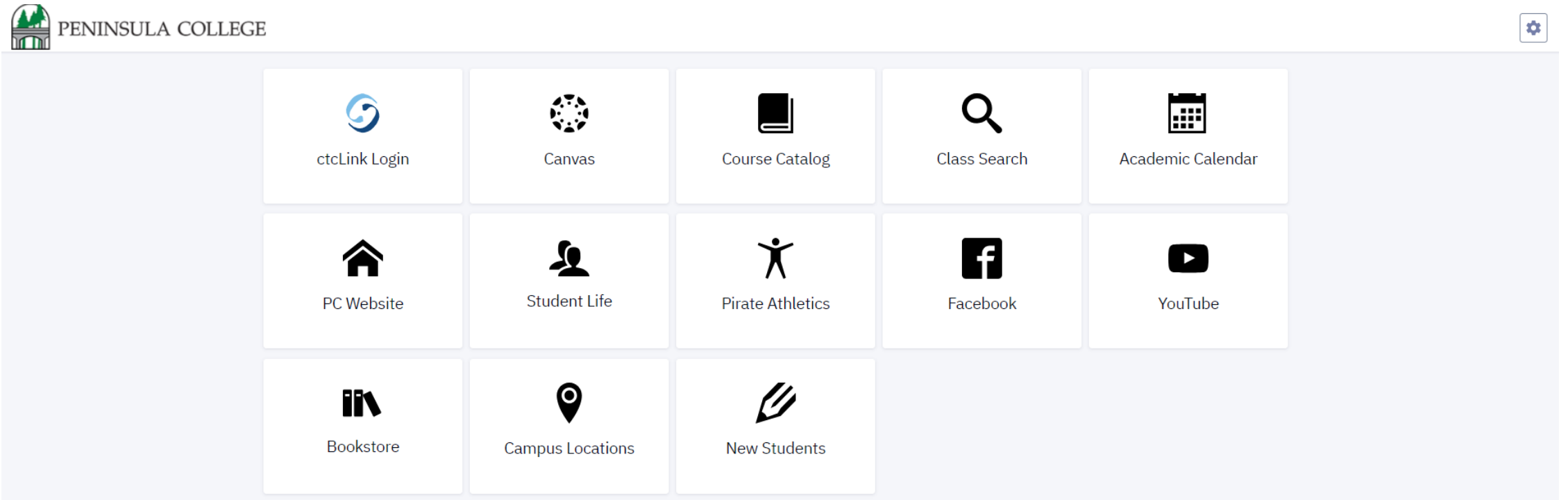# How to Set Preferred Contact in ctcLink (Phone)

This guide will show you how to set a preferred phone number on your ctcLink account.

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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.

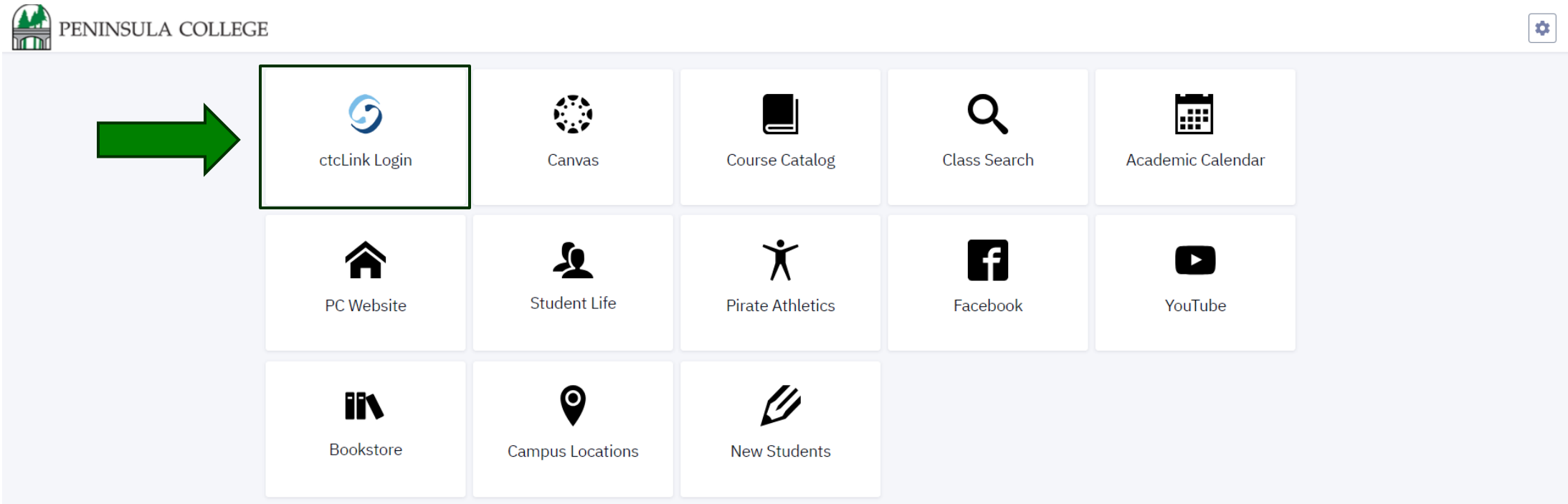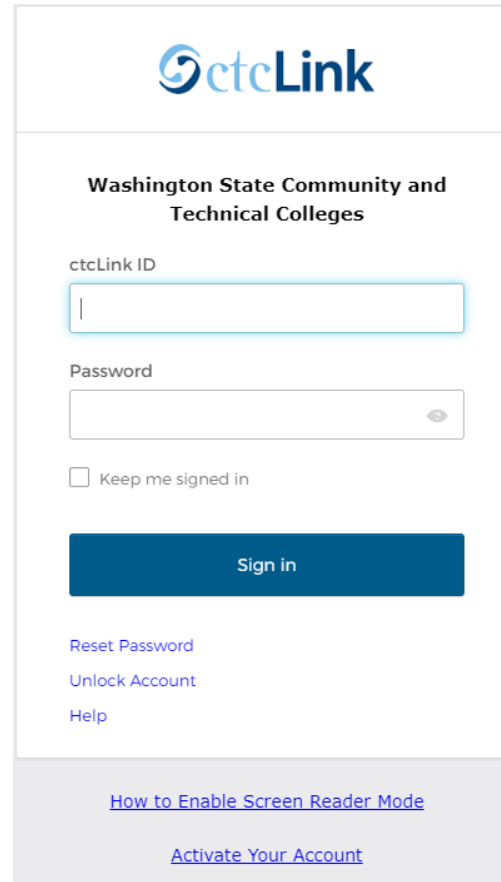# Navigate to ctcLink Login Portal:

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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Expand My Profile:

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

Select Contact Info:

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

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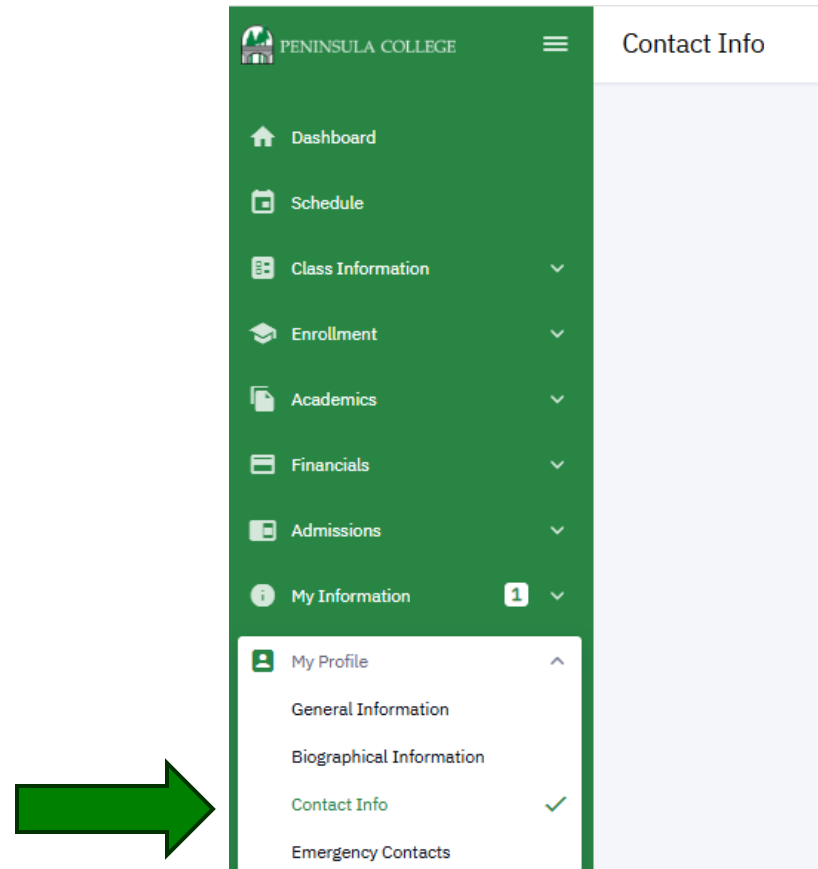
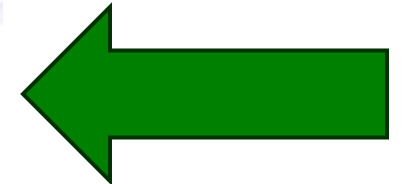# Add Phone Number:

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

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Add Phone Number:

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

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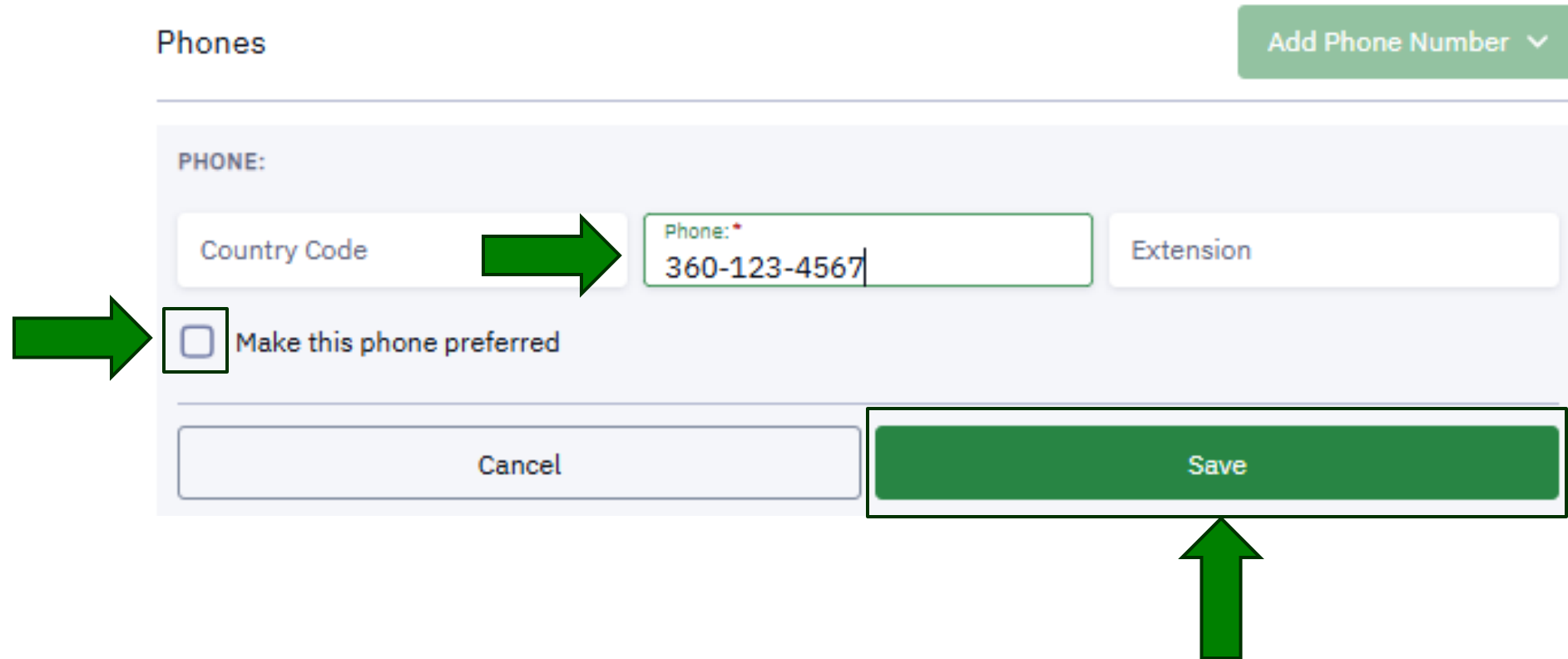
8. Your Preferred Contact phone number has been saved. Note: It may take up to an hour for the change to take effect.

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