

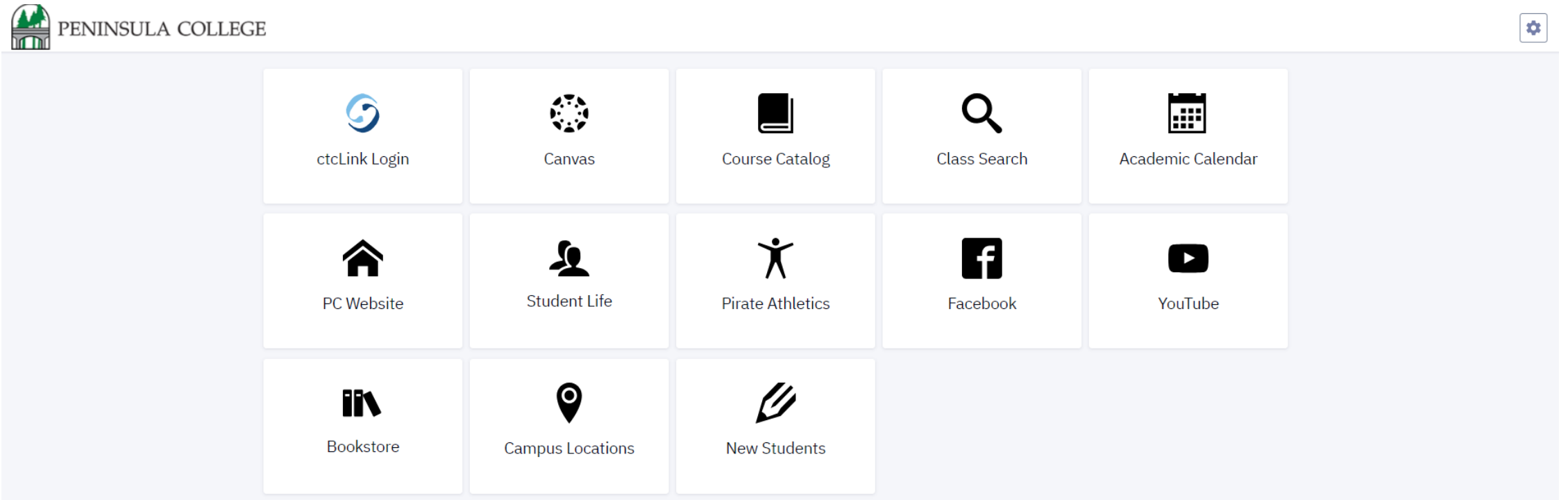
# How to View Advising Notes

This guide will help you review your educational plan and advising notes in ctLink.



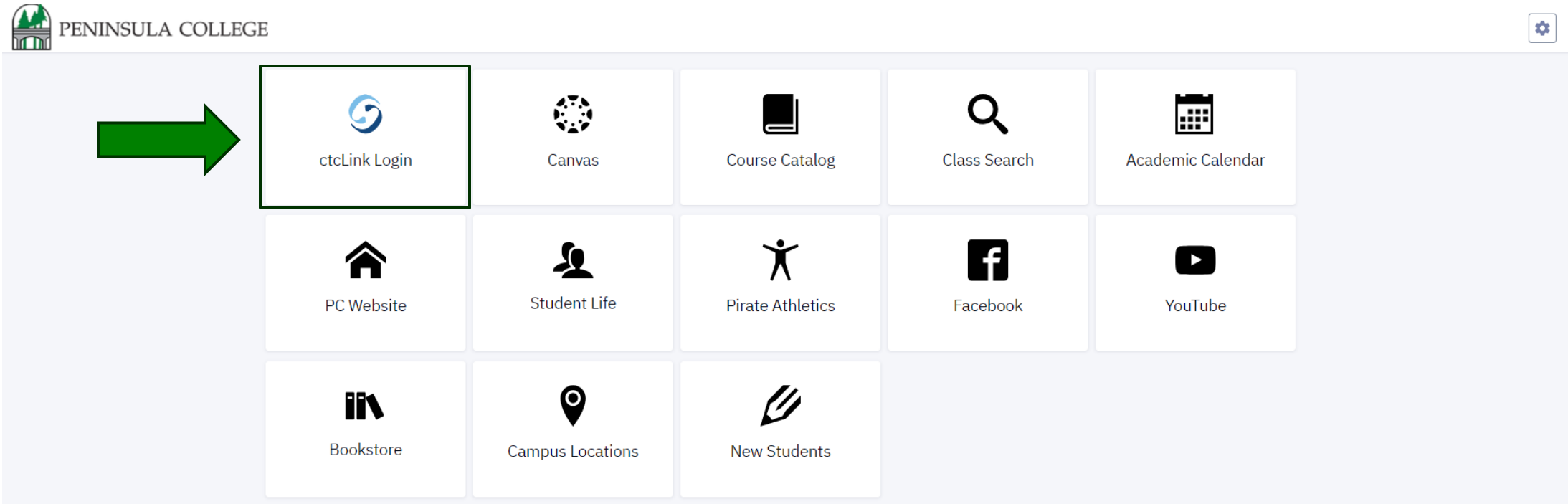
# Proceed to ctcLink:

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.

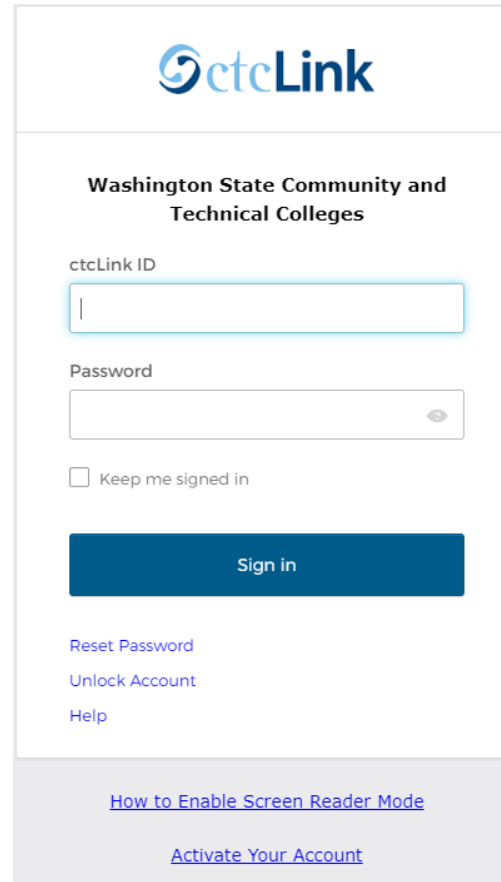


The image shows a screenshot of the Peninsula College dashboard. At the top left is the Peninsula College logo and name. At the top right is a settings gear icon. The main area contains a grid of service tiles. A large green arrow points to the 'ctcLink Login' tile, which is highlighted with a black border. The tiles are arranged as follows:

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

# Log in to ctcLink:

3. Log in to ctcLink.



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" field, a "Password" field with a visibility toggle, a "Keep me signed in" checkbox, and a "Sign in" button. At the bottom of the form 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

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

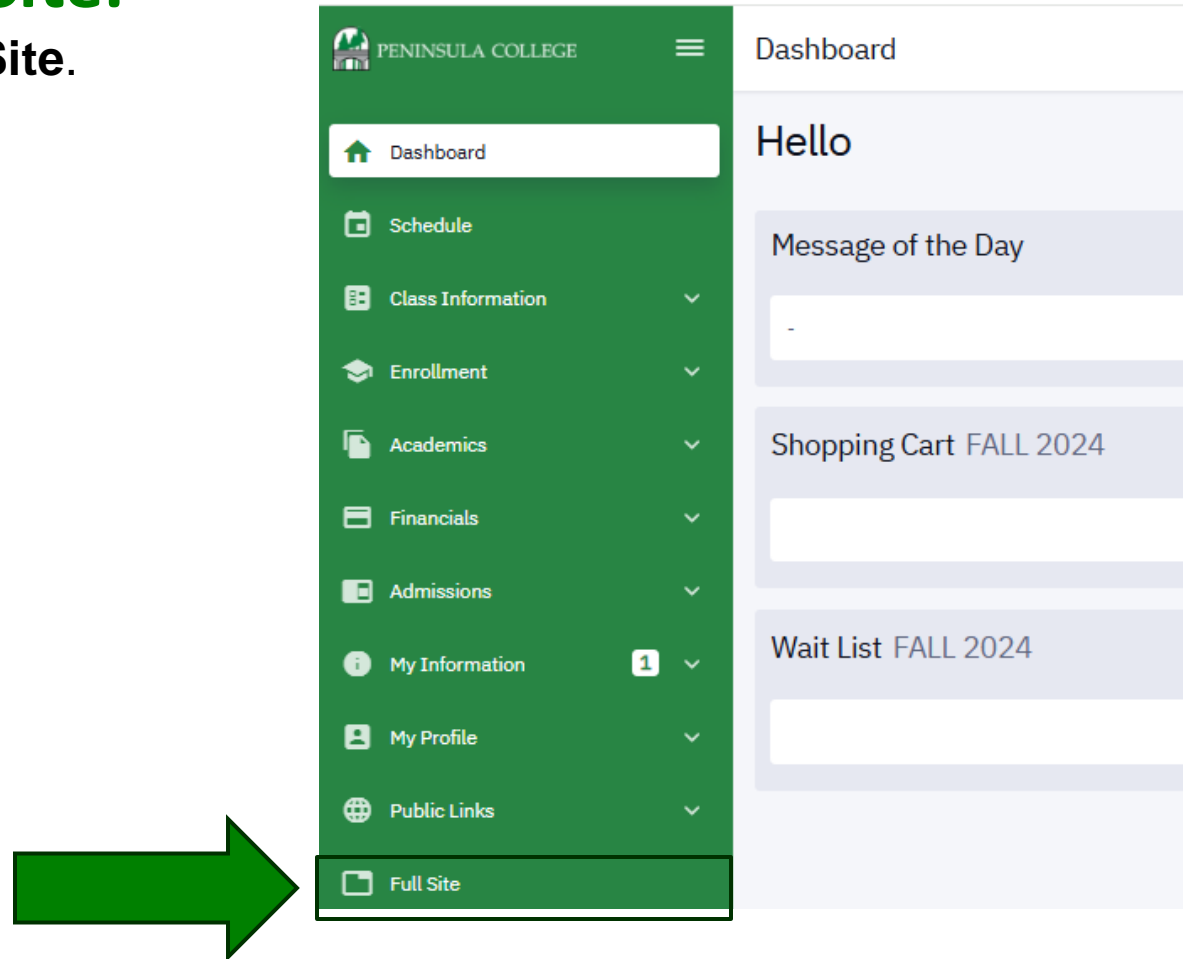
[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

# Select Full Site:

4. Click on **Full Site**.



The image shows a screenshot of the Peninsula College dashboard. On the left is a green navigation sidebar with the following menu 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' item at the bottom of the sidebar. 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'.

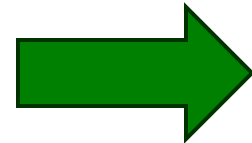
# Select Academic Progress:

5. On the Student Homepage, select **Academic Progress**.










# View Advising Notes:

6. Select **View my Advising Notes**.



< ctcLink Student Homepage

-  Academic Progress
-  View What-if Report
-  Advisors
-  **View my Advising Notes**
-  Apply for Graduation
-  View Graduation Status
-  Expected Graduation Term



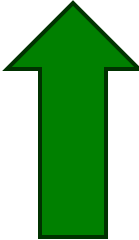
# Review Advising Notes:

7. Select **View my Advising Notes**. Select the advising note icon to view details.

## Advising Notes

Use this page to view notes about the selected student. You can see and edit all of the notes for the student, regardless of who created the note or who (if anyone) the primary assignee (contact person) is.

Advising Note	Created By	Assigned To	Institution	Subject	Category	Subcategory	Contact Type	Status	Created On	Last Updated
	Anna Forrestal	Anna Forrestal	Peninsula College	test	Advising	Exploration	Virtual Visit	Closed	10/03/2024	10/03/2024





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)

