

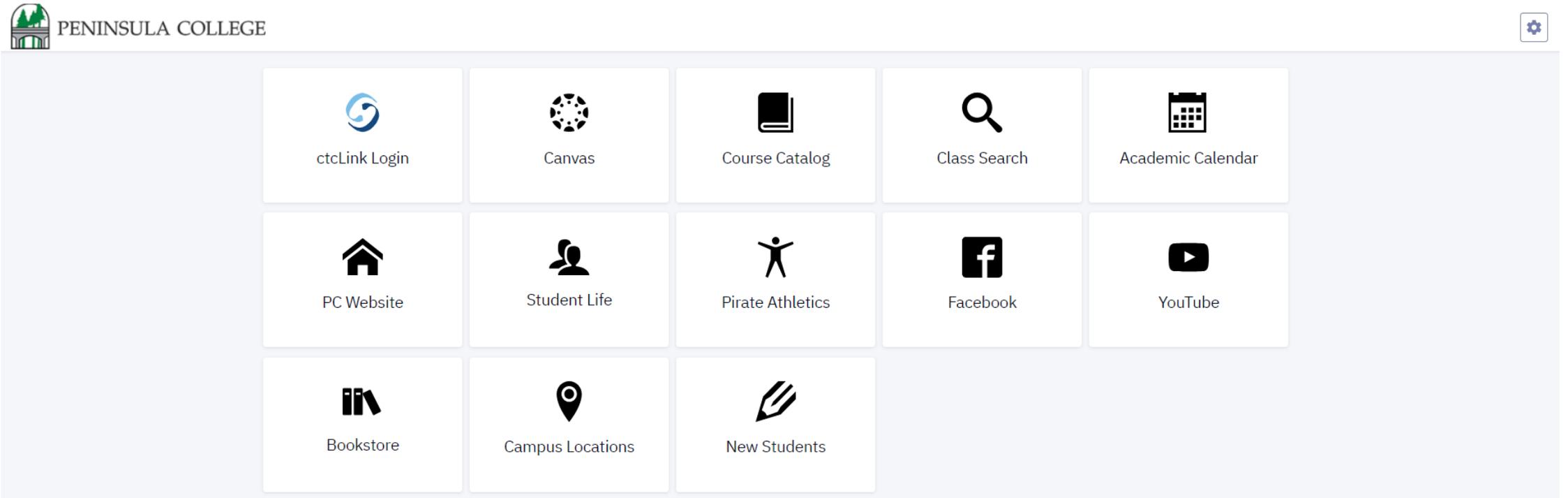
How to Set Preferred Contact in ctcLink (Email)

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



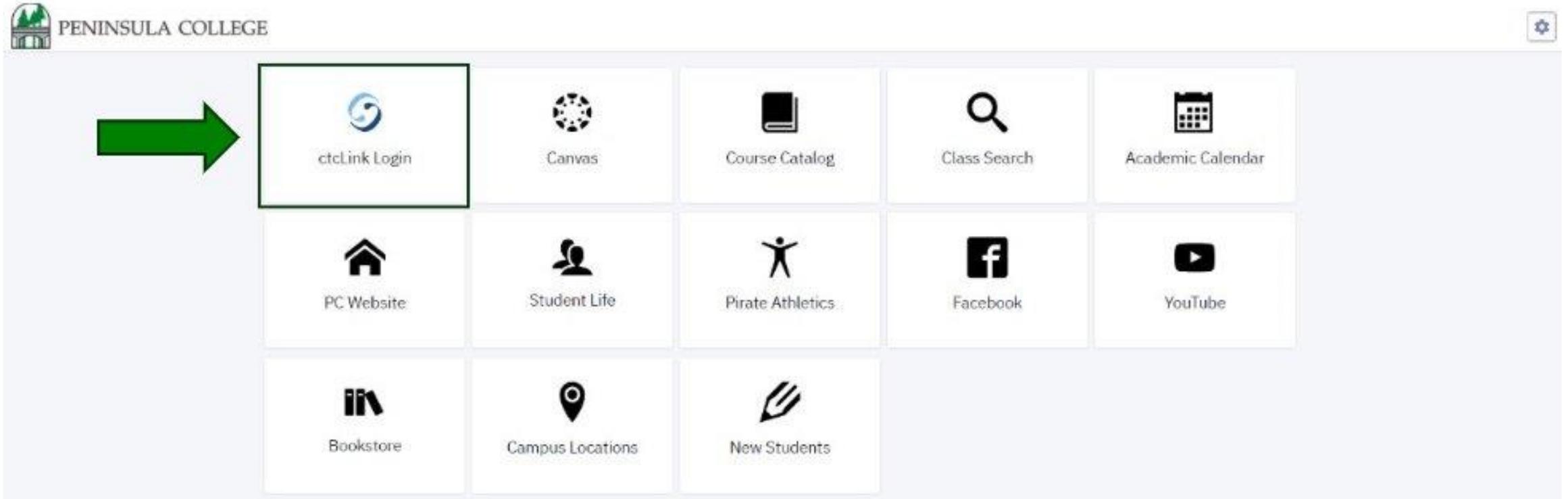
Proceed to ctcLink:

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



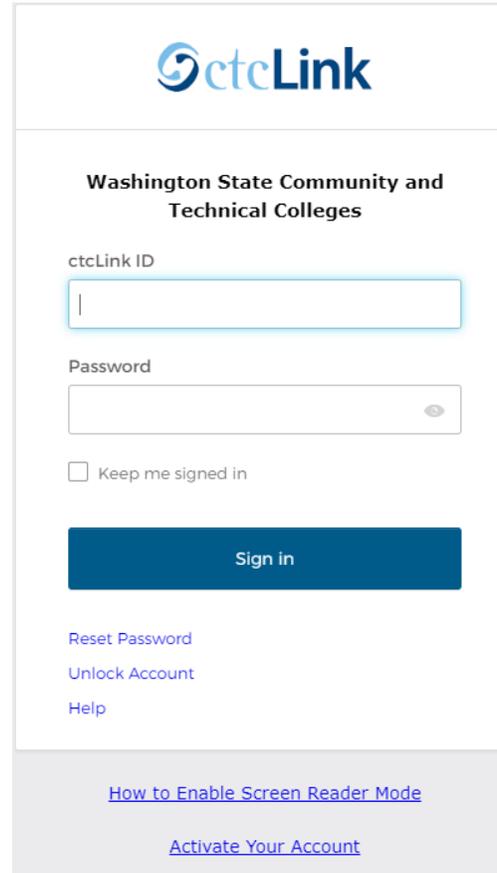
Navigate to ctclink Login Portal:

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](#)

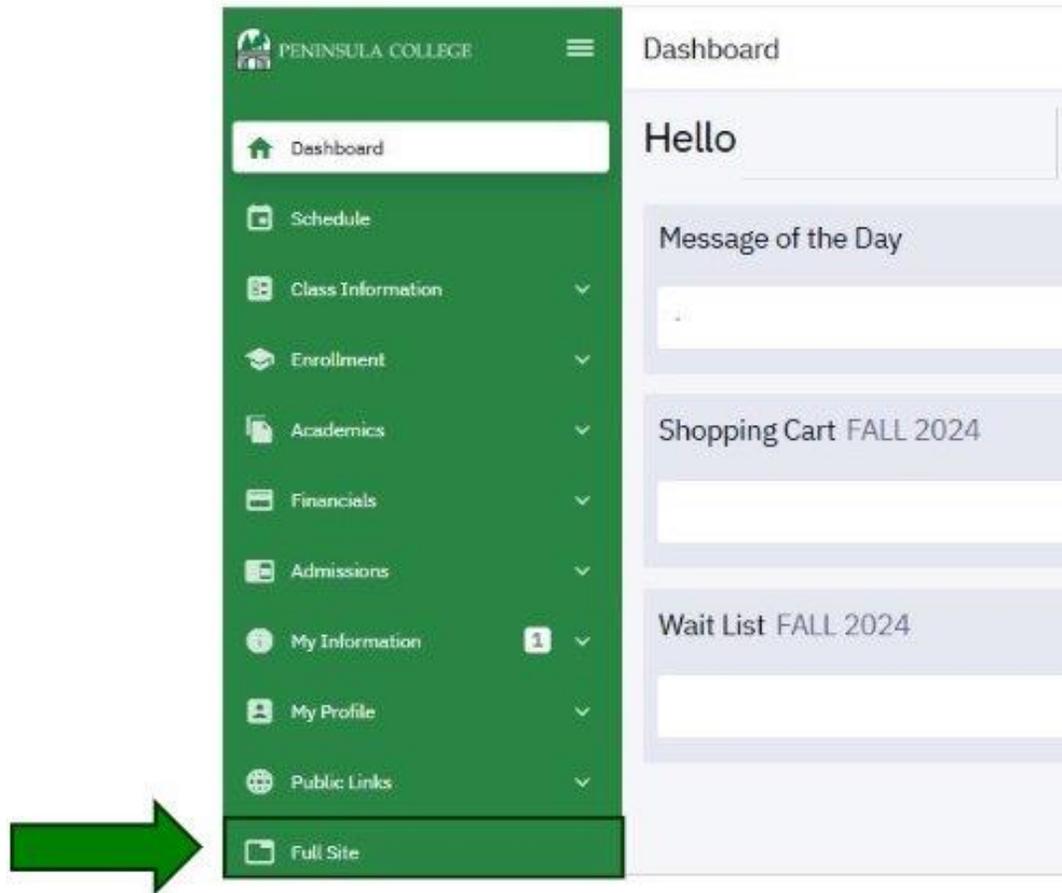
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



Open Full Site:

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



Select Profile:

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



Select Contact Details:

6. Expand **Contact Details**.



ctcLink Student Homepage

ID

Personal Details Personal Biographic

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Personal Details

Names

+ Name



Add Email:

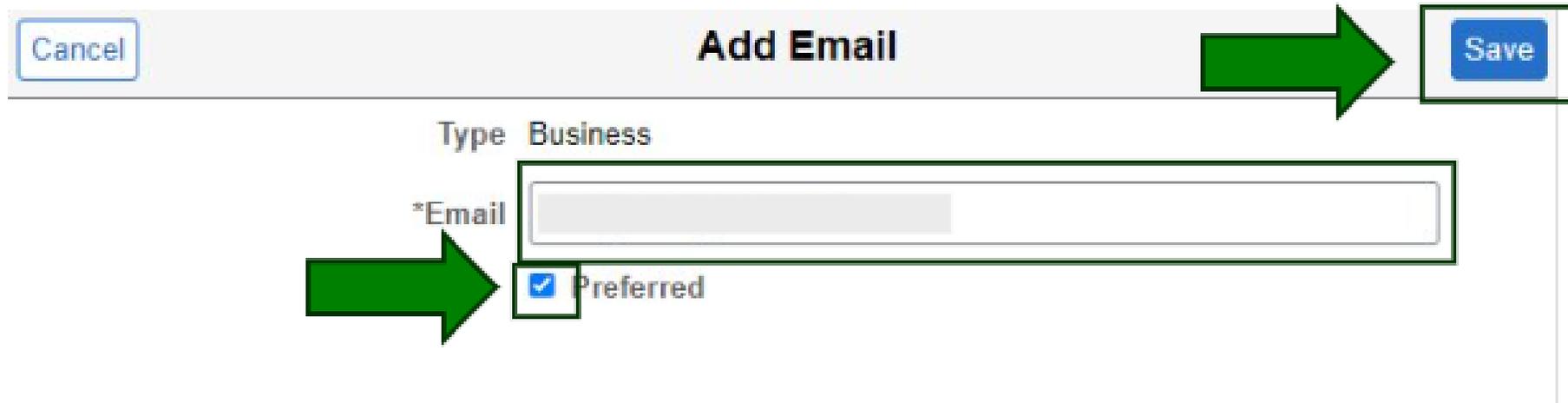
7. Under the **Email** section, click the **Add Icon (+)** to add an email address.



Type	Preferred
Campus	✓

Add Email Address:

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

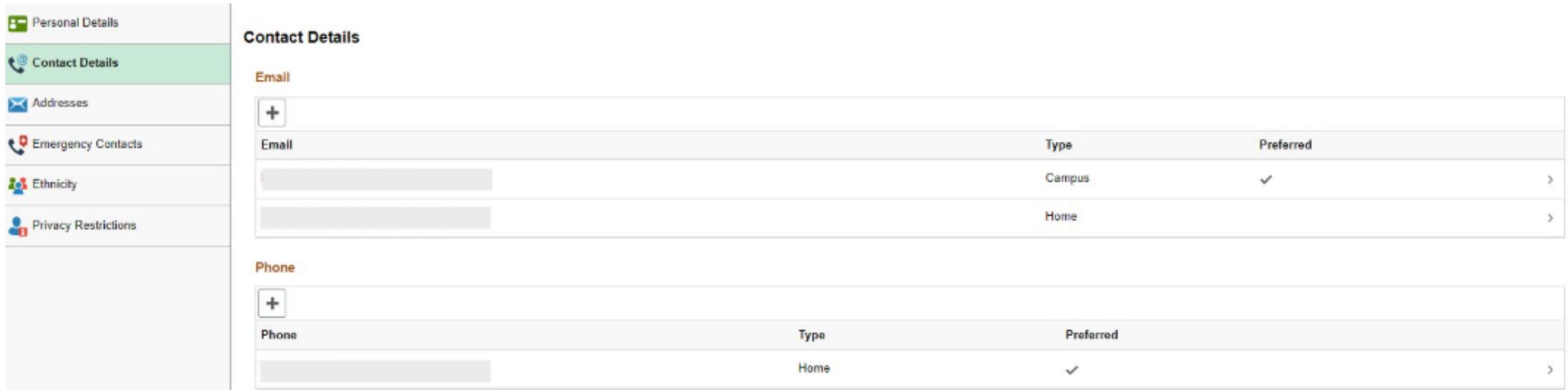


The screenshot shows a form titled "Add Email" with a "Cancel" button on the left and a "Save" button on the right. A green arrow points from the "Save" button towards the left. Below the title, there is a "Type" dropdown menu set to "Business". A red arrow points to the "Business" text. Below the dropdown is a text input field labeled "*Email" with a red arrow pointing to it. Below the input field is a checkbox labeled "Preferred" which is checked, with a red 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.



The screenshot shows a user profile page with a sidebar on the left and a main content area on the right. The sidebar contains several menu items: Personal Details, Contact Details (highlighted in green), Addresses, Emergency Contacts, Ethnicity, and Privacy Restrictions. The main content area is titled "Contact Details" and is divided into two sections: "Email" and "Phone".

Contact Details

Email

+ [Add Email]

Email	Type	Preferred	
[Redacted]	Campus	✓	>
[Redacted]	Home		>

Phone

+ [Add Phone]

Phone	Type	Preferred	
[Redacted]	Home	✓	>

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

