

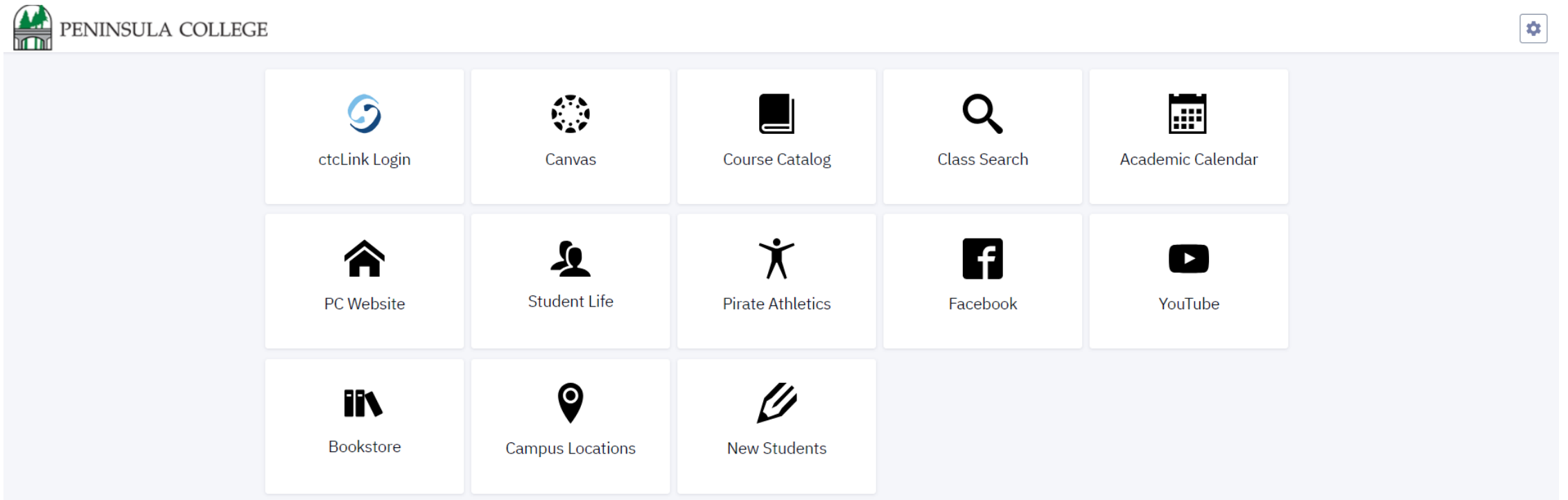
How to Set Preferred Contact in ctcLink (Phone)

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



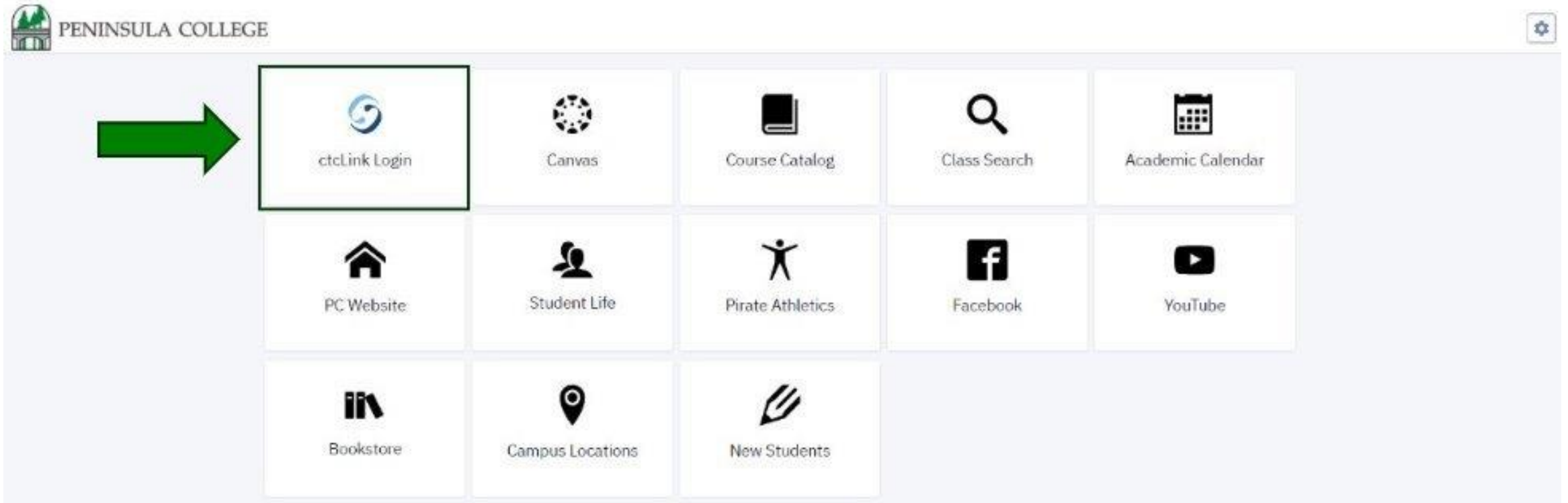
Proceed to ctcLink:

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



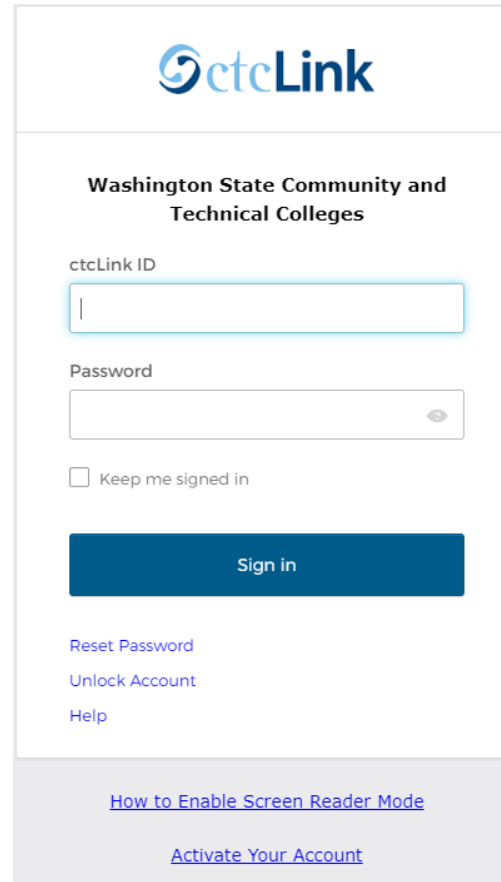
Navigate to ctLink Login Portal:

2. Select/Tap on the ctLink 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 three links: "Reset Password", "Unlock Account", and "Help". A footer section contains two additional 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](#)

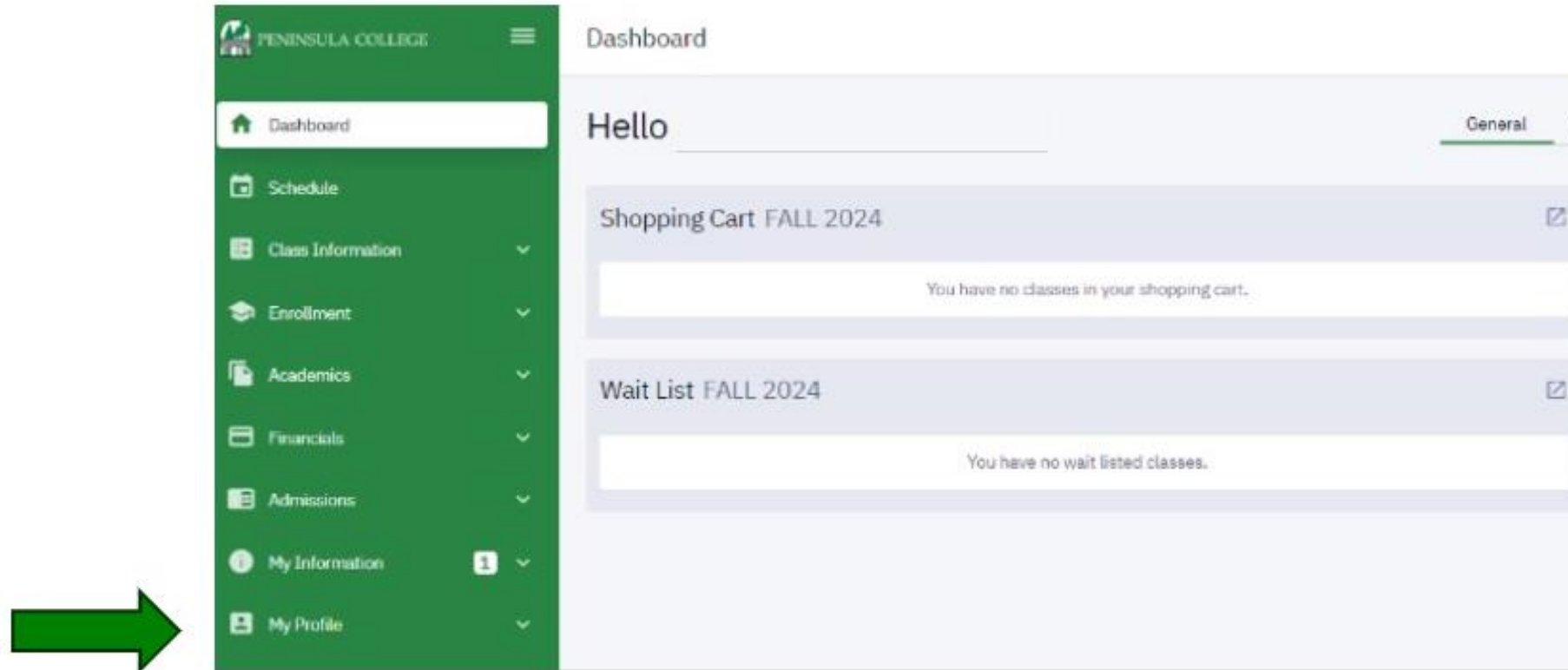
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



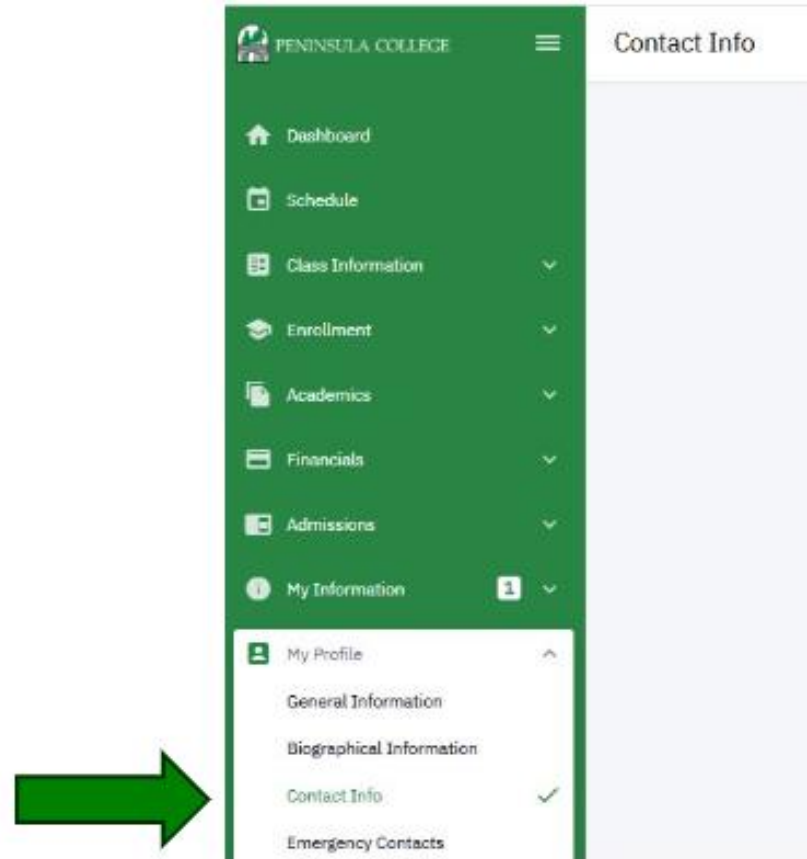
Expand My Profile:

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



Select Contact Info:

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



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**.

The screenshot shows a web form titled "Phones" with a green "Add Phone Number" button in the top right. Below the title is a "PHONE:" section containing three input fields: "Country Code", "Phone: *", and "Extension". The "Phone: *" field contains the number "360-123-4567". Below these fields is a checkbox labeled "Make this phone preferred", which is currently unchecked. At the bottom of the form are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a green border. Three green arrows are overlaid on the image: one points to the "Make this phone preferred" checkbox, another points to the "Phone: *" input field, and a third points to the "Save" button.



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.

A screenshot of a web application's contact management interface. The page is titled "Contact Info" and has four tabs: "General Info", "Biographical Info", "Contact Info" (which is active and highlighted in green), and "Emergency Contacts". Below the tabs, there are two main sections: "Addresses" and "Phones". The "Addresses" section has a text input field for "Home" and two buttons: "Add Future Address" and "Add Address". The "Phones" section has a text input field for "Mobile" with a green "PREFERRED" label next to it, and another text input field for "Home". There is also an "Add Phone Number" button. In the top right corner, a white success message box is displayed, containing a green checkmark icon, the word "success", and the text "Work phone was added." with a close button (X) in the top right corner.

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

