

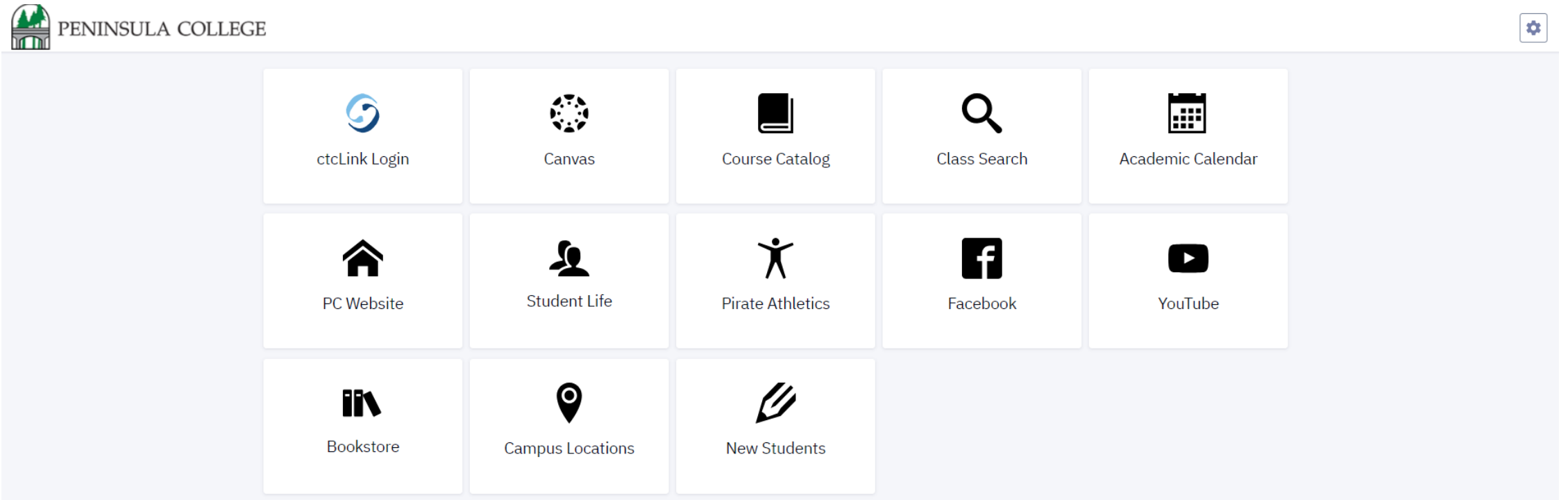
How to View Advising Notes

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



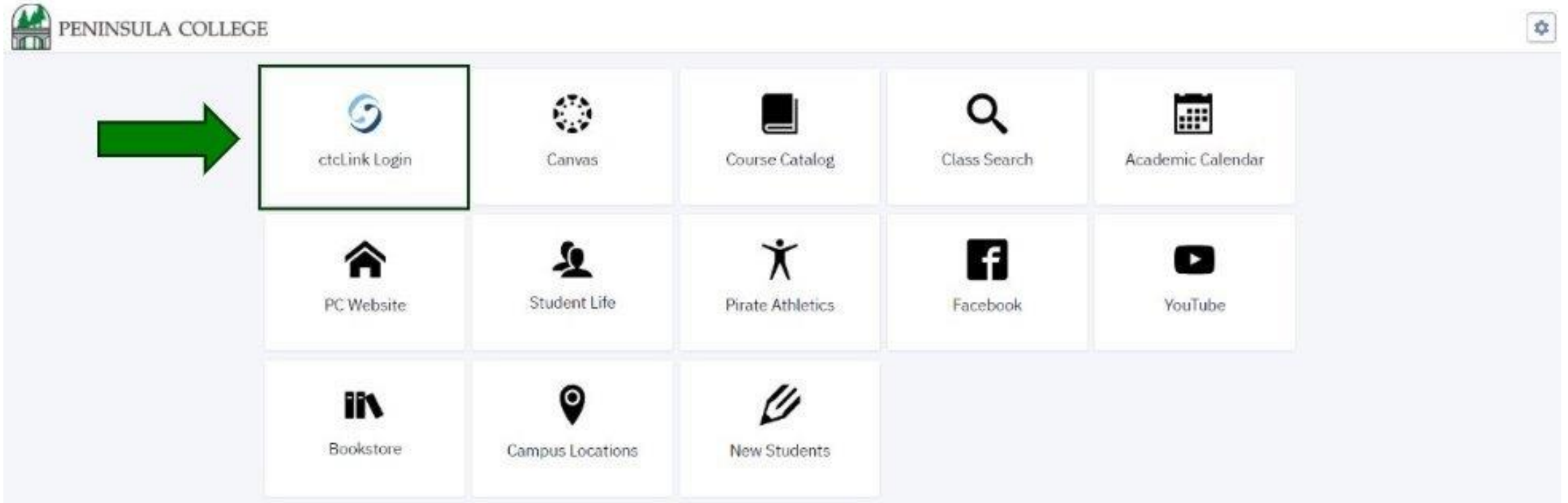
Proceed to ctcLink:

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



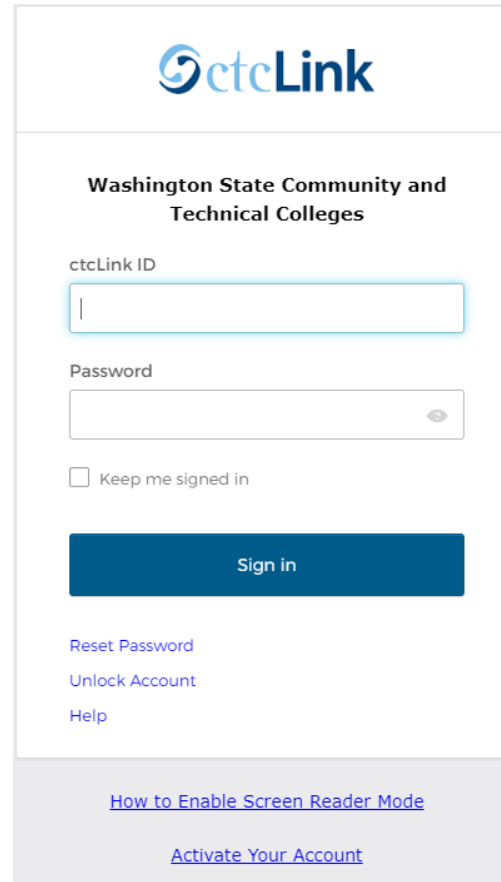
Navigate to ctLink Login Portal:

2. Select/Tap on the ctLink Login Tile.



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" 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 are links for "Reset Password", "Unlock Account", and "Help". A grey footer bar contains the links "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](#)

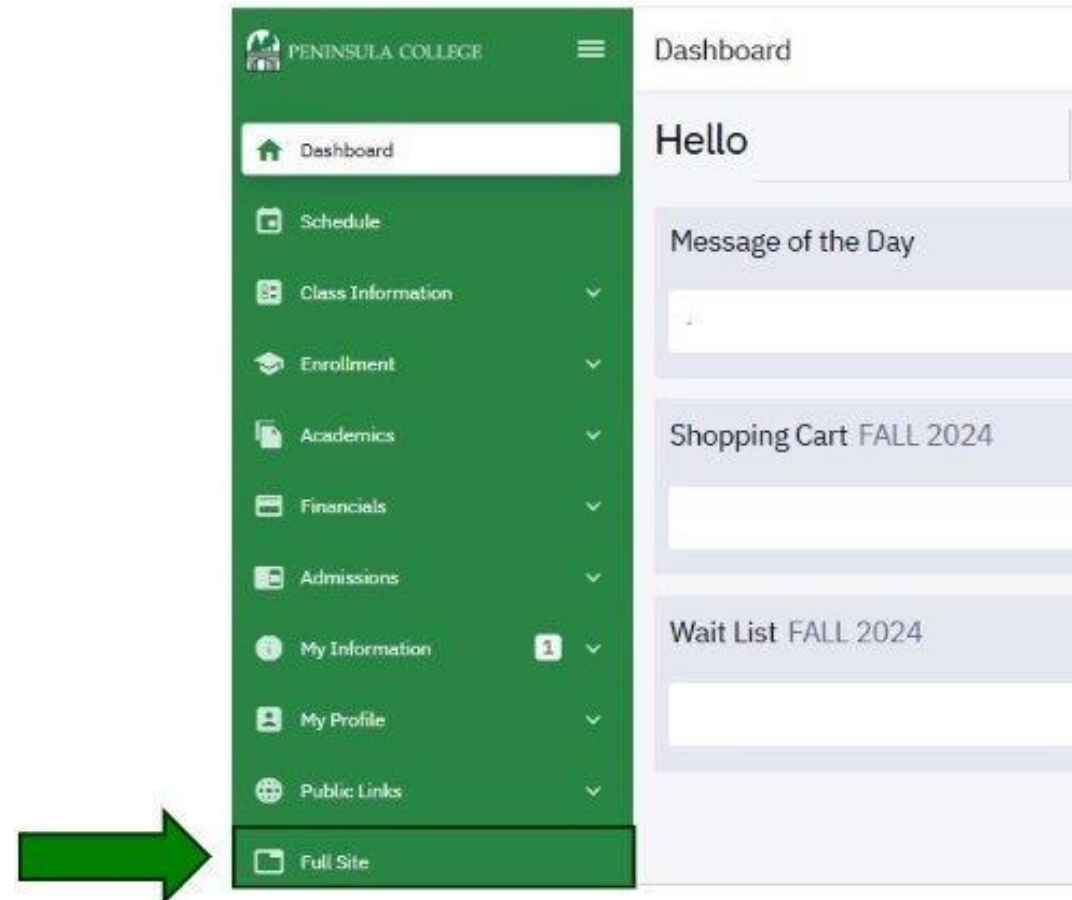
[Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Select Full Site:

4. Click on **Full Site**.



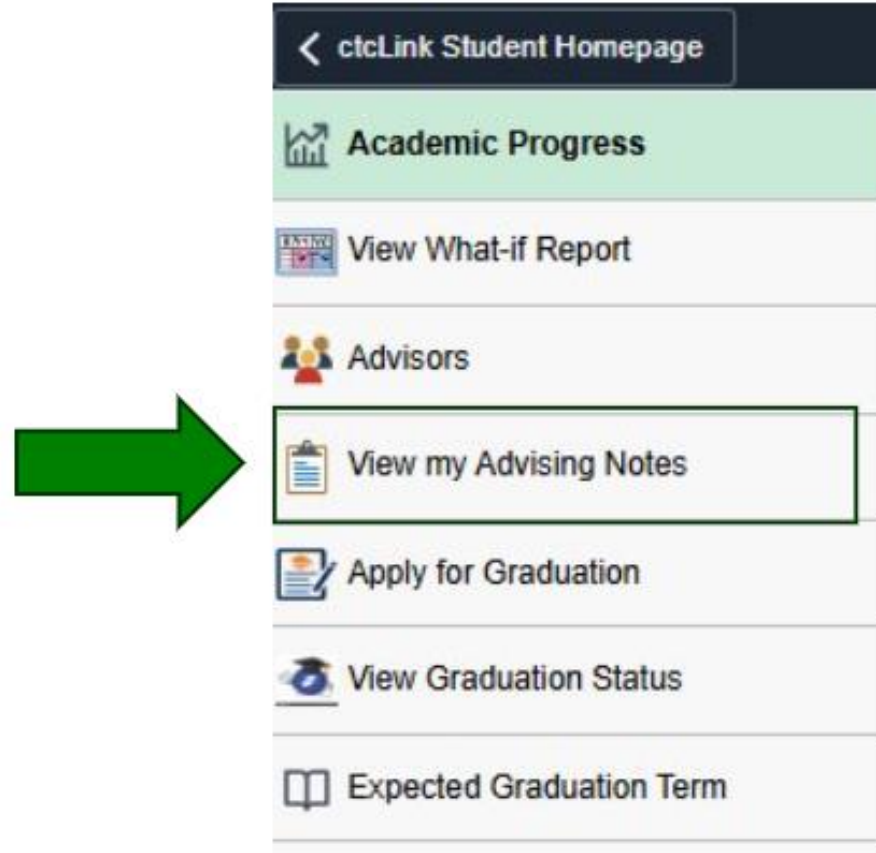
Select Academic Progress:

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



View Advising Notes:

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



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

