Update your Contact Information
Step 1: Open a browser and go to the BTC website. Click on **Current Students > myBTC**
Step 2: Click on the ctcLink icon.
Log in to your account.
   a) Enter your ctcLink ID and click Next.
   b) Enter your ctcLink password and click Verify.
If you are or have been a student at more than one Washington state community college, click the college you want to log in to.

Step 4: If you have only been admitted to or attend one college, go to Step 5.
Step 5: Click on “Student Homepage”.

If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you’ll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.
Step 6: Click on the Profile tile.
Step 7: Click on Contact Details.
To add a new email address, click the + icon. Click on the arrow to the right of an existing email to update it.

Step 8: To add or update a phone number, go to Step 12.
Step 9: Enter the email address. Click the checkbox next to “Preferred”. (If you only have one email, it’s automatically the preferred option).
Step 10: Click Save to save your changes.
Step 11: Review your changes.
To add a new phone number, click the + icon.

To update an existing phone number, click on the arrow to the right of the number.

Step 12:
To add a new phone number, click the + icon.
Step 13: Choose the phone Type from the dropdown menu.

The **Type** cannot be changed after saving the number.

You can add a new **Type** or update the existing number.
Enter the Phone Number.

Step 14: Click the checkboxes next to “Preferred” and “Enable Texts” to set your preferences.
Step 15: Click Save.
<table>
<thead>
<tr>
<th>Email</th>
<th>Type</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:meagan.courtwork@gmail.com">meagan.courtwork@gmail.com</a></td>
<td>Business</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:snow.white@seattlecolleges.edu">snow.white@seattlecolleges.edu</a></td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Type</th>
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</tr>
</thead>
<tbody>
<tr>
<td>+1 206/789-8828</td>
<td>Mobile</td>
<td>✓</td>
</tr>
<tr>
<td>+1 206/934-3732</td>
<td>Home</td>
<td></td>
</tr>
</tbody>
</table>

**Step 16:** Review your changes.