Update your Preferred First Name
Step 1: Open a browser and go to the BTC website. Click on **Current Students** > **myBTC**
Step 2: Click on the ctcLink icon.
Step 3:

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”.

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a
Step 6: Click on the Profile tile.
Your name is in Personal Details.

To add a preferred name, click the + icon. Click on the arrow to the right of an existing name to update it.
Step 8: Choose the name Type, “Preferred”, from the dropdown menu.
Changing the format does not change the language. It changes the name fields to complete. For example, the Name Format “Mexican” gives an option to enter a second last name.

Step 9: Choose the Name Format from the dropdown menu. “English” is the default.
Step 10: Enter your *preferred* First Name and *legal* Last Name.
Step 11: Click Save.
Step 12: Review your changes.