

Change to Your Preferred Name in ctcLink

1. Go to Student Homepage.Select the **Profile** tile.

	▼ ctcLink Student Homepage		🏫 🔍 🏲 🗄
Message Center	Tasks	Academic Progress	
	5 To Do's		
Manage Classes	Financial Account	Academic Records	
iii	To access this information, contact the Bursar's office to complete your account profile.	<u>ه</u>	
Profile	Additional Resources	Financial Aid	ĺ
CTC BRAMPEZ	Ť	â	

2. The **Personal Details** page will display and you can review your personal details such as, name, date of birth and social security number. When you select Primary Name, you can view the legal name that is on file. You can only view the primary name to verify, however you cannot update this online.

If this information is incorrect, you will need to visit your institution in person and provide documentation as proof of your legal name.

Personal	Biographic				
	Congregation				
onal Details					
Date of Birth 10/18/2000					
Gender Female Social Security Number *****XXXX					
	Туре				
e Test	Primary	>			
	Date of Birth 10/18/2020 Gender Female Social Security Number *****X0XX	Date of Birth 10182000 Gender Female Social Security Number *****XXXX	Date of Birth 10/18/2000 Gender Female Social Security Number *****)X0XX	Date of Birth 10/18/2000 Gender Female Social Security Number *****>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Date of Birth 10/18/2000 Gender Female Social Security Number *****7000X

3. If you have another name that you prefer to go by versus your legal name, select plus [+] to add a preferred name. This will allow for the services within your institution to see that you go by another name other than your legal name.

Example: your legal name is William but you go by Billy, staff within the institution will be able to address you by Billy.

< ctcLink Student Homepage		Profile			Â	Q	۲	: 0
				Proceeding				
E Personal Details		Personal		Biographic				
Contact Details	Personal Details							
Addresses		Date of Birth 10/18/2000						
C Emergency Contacts		Gender Female Social Security Number *****XXXX						
Ethnicity	Names							
Privacy Restrictions	+							
	Name		Туре					
	Highline Test		Primary		>			

4. Once you select the plus the **Add Name** page will display. Choose from the drop down the type of "preferred" and enter your preferred name and select save.

Cancel		Add N	lame	Save
	*Туре	Preferred	~	
	*Name Format	English	~	
	Prefix		~	
	*First Name	Highline		
	Middle Name			
	*Last Name	Tester		
	Suffix		\checkmark	

5. Once you select save the personal details page will display with your primary name and is now updated with a second line for the preferred name you entered.

Pers	sonal		Biographic
Personal Details			
	Date of Birth 10/18/2000		
	Gender Female		
Socia	I Security Number *****XXXX		
Names			
+			
Name		Туре	
Highline Test		Primary	>

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