

Update Contact Details

Navigation: Student Homepage

1. Select the **Profile** tile.



- 2. The **Personal Details** page displays.
- 3. Select Contact Details.

< ctcLink Student Homepage		Profile		â	Q	٣	:
ID 201331589							
E Personal Details	Personal Details						
🔮 Contact Details	Date of Birth						
X Addresses	Gender	Unknown					
C Emergency Contacts	Social Security Number	*****5619					
thnicity	Names					_	
Drivery Destrictions	+						
Privacy Restrictions	Name		Туре				
	Ms Nona		Primary			>	
	Athena		Preferred			>	

- 4. The **Contact Details** page displays.
- 5. Select an existing **Email** to update or select + to add a new Email Type.

CtcLink Student Homepage		Profile			â	9 1	
ID 201331589							
Personal Details	Contact Details						
Contact Details	Email						
X Addresses	+						
C Emergency Contacts	Email	٦	Туре	Preferred			
Lthnicity	@gmail.com	•	Home	~		>	
Privacy Restrictions	Phone						
	+						
	Phone	Туре	1	Preferred			
		Home		~		>	

- 6. The **Add Email** page displays.
- 7. Enter **Email** address.
- 8. If appropriate, check the **Preferred** checkbox.
- 9. Select Save.

Cancel	Add Email	Save
Ту	pe Business	
*Em	ail @olympus.grc	
	Preferred	

10. The updated **Contact Details** page displays.

11. Select an existing **Phone** to update or select + to add a new **Phone Type**.

	Profile		ନ ସ୍	۲
Contact Details				
Email				
Email	Туре	Preferred		
@olympus.grc	Business	~		>
@gmail.com	Home			>
Phone				
+				
Phone	Туре	Preferred		
	Home	~		>
	Contact Details Email @olympus.grc @gmail.com Phone + Phone	Profile Contact Details Email Email @olympus.grc Business @gmail.com Home Phone Phone Home Home Home	Email Type Preferred @olympus.grc Business ✓ @gmail.com Home ✓ Phone Type Preferred Home ✓ ✓	Profile Image: Contact Details Email Type Preferred @olympus.grc Business ✓ @gmail.com Home ✓ Phone Type Preferred Home ✓ ✓

- 12. The **Add Phone** page displays.
- 13. Enter **Type**.
- 14. Enter Country Code.
- 15. Enter **Phone Number**.
- 16. Enter Extension.
- 17. If appropriate, check the **Preferred** checkbox.
- 18. If appropriate, check the **Enable Texts** checkbox.
- 19. Select Save.

Cancel		Add Phone	Save
	*Туре	Telex	
	Country Code		
	*Phone Number		
	Extension]
		Preferred	
		Enable Texts	

20. The updated **Contact Details** page displays.

	Profile		🏫 Q 🏲
Contact Details			
Email			
Email	Туре	Preferred	
@olympus.grc	Business	~	>
@gmail.com	Home		>
Phone			
+			
Phone	Туре	Preferred	
	Telex	~	>
	Home		>
	Contact Details Email @olympus.grc @gmail.com Phone + Phone	Profile Contact Details Email Email Solympus grc Business Bgmail.com Home Phone t Type Telex Home	Profile Contact Details Email Type Preferred Bolympus grc Business ✓ Bgmail.com Home ✓ Phone + Type Preferred Type Preferred Type Home Telex ✓ Home Home Home

21. Process complete.