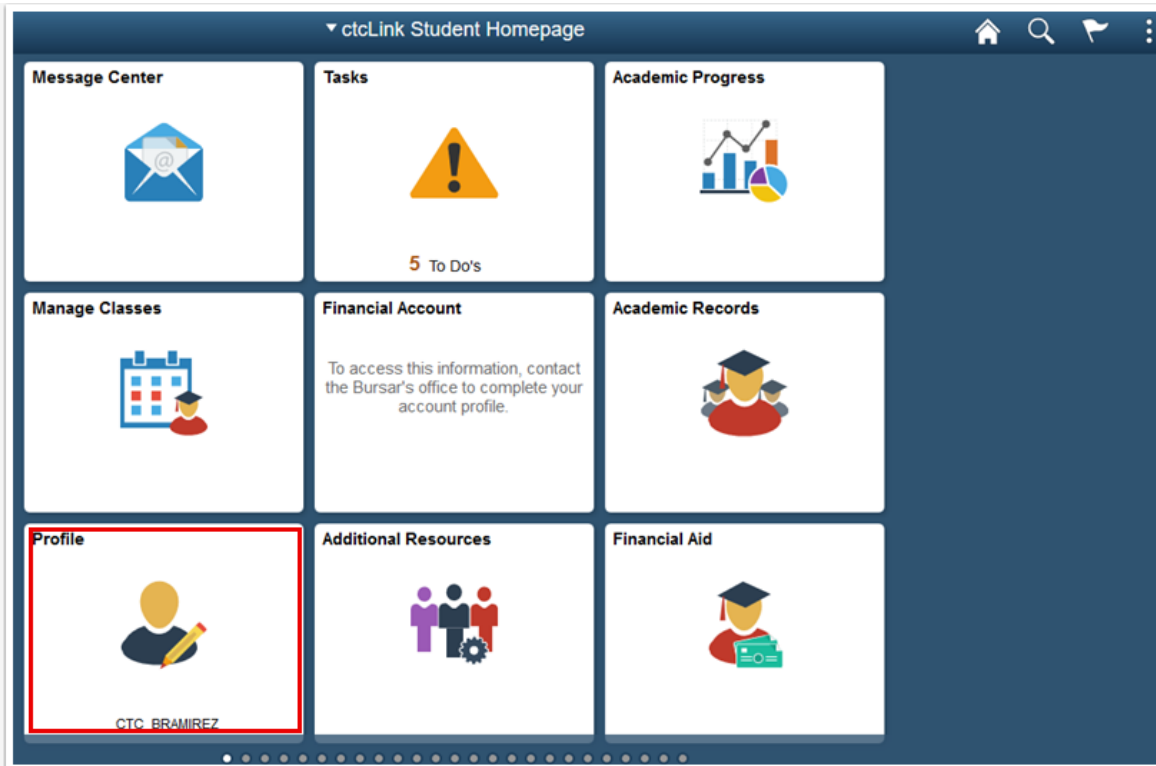


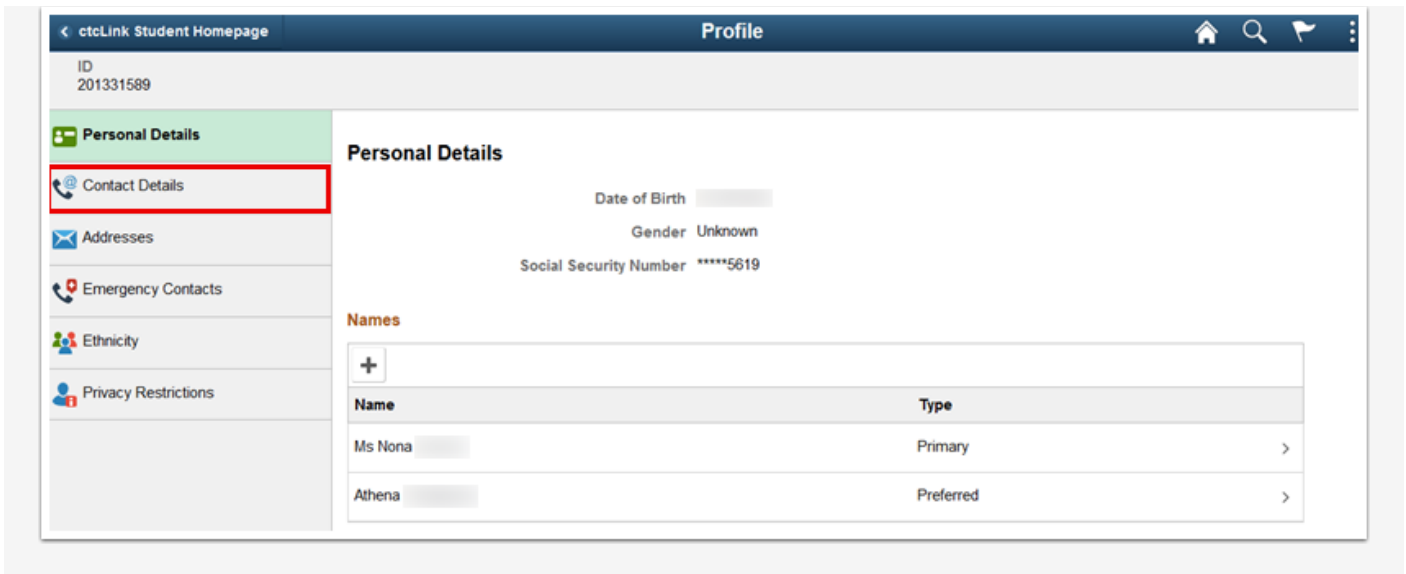
Update Contact Details

Navigation: Student Homepage

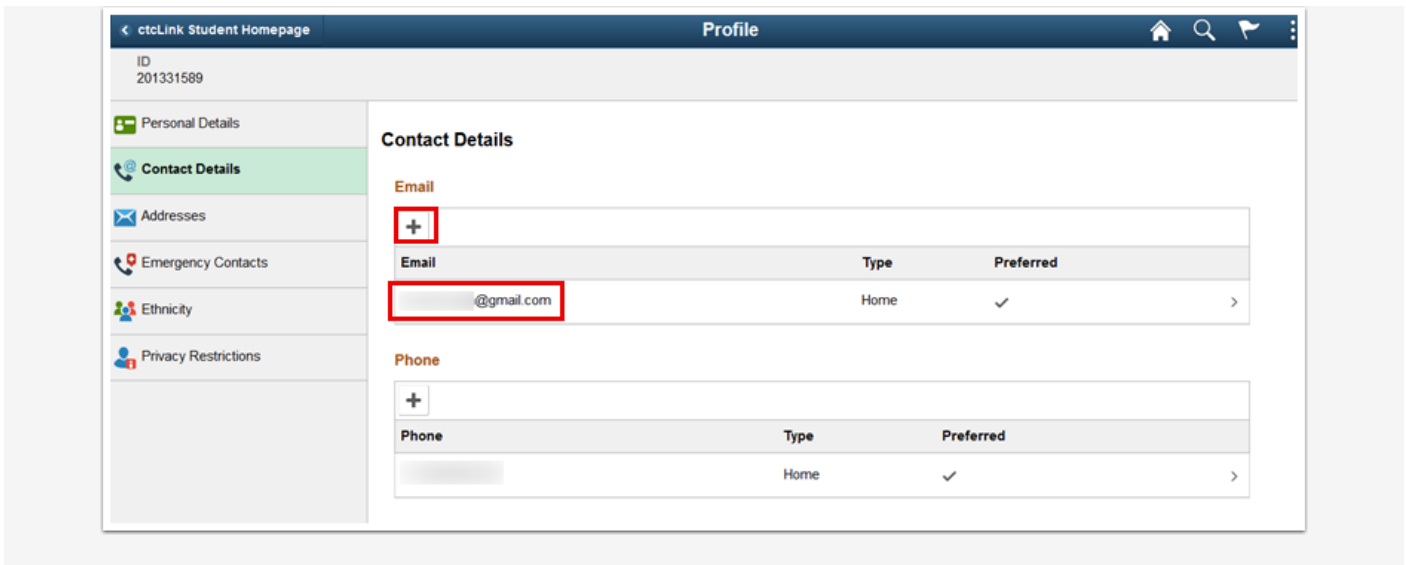
1. Select the **Profile** tile.



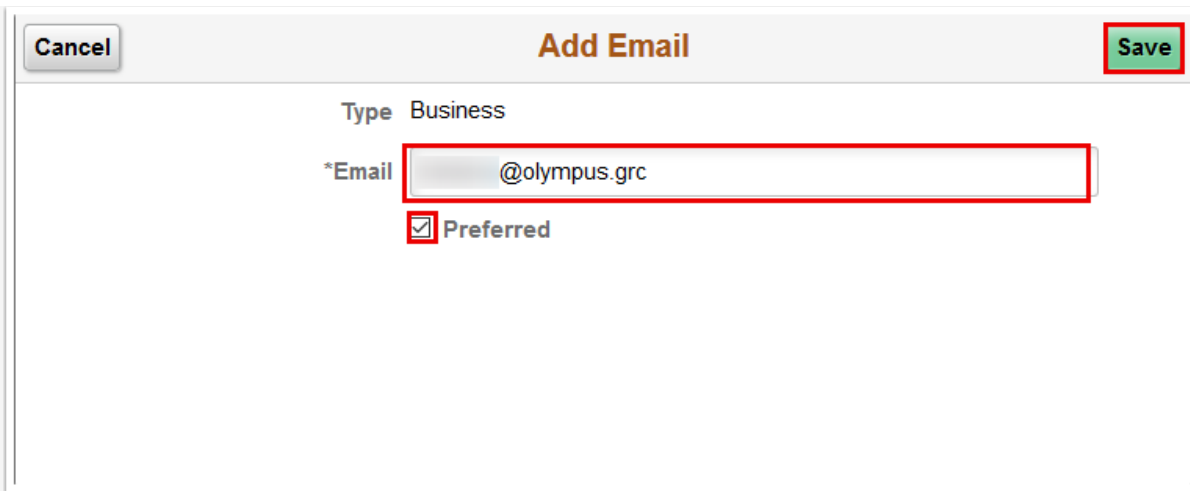
2. The **Personal Details** page displays.
3. Select **Contact Details**.



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



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



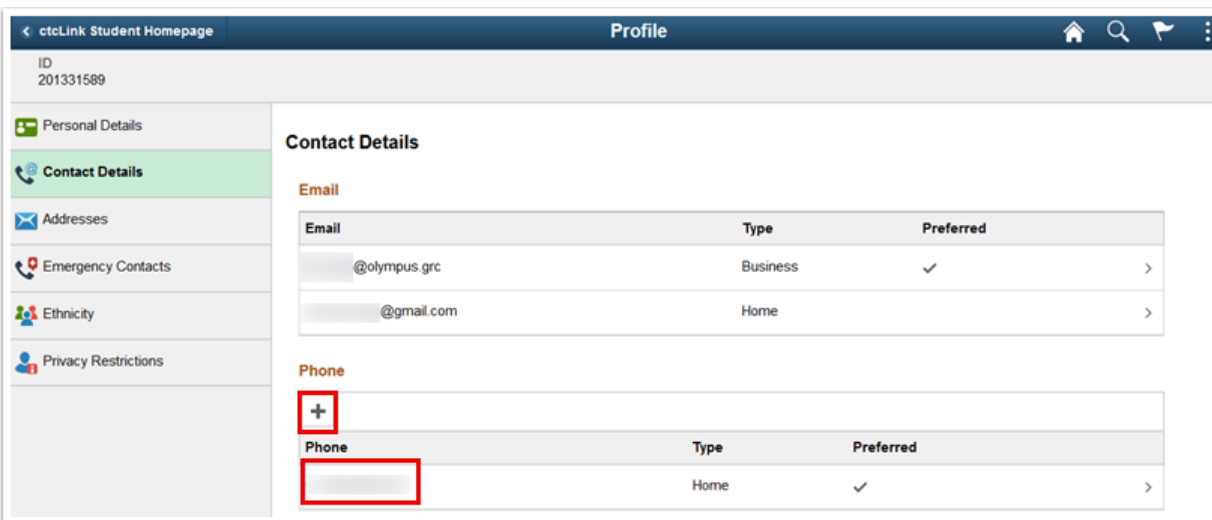
Cancel **Add Email** Save

Type Business

*Email

Preferred

10. The updated **Contact Details** page displays.
11. Select an existing **Phone** to update or select + to add a new **Phone Type**.



ctcLink Student Homepage Profile

ID 201331589

Personal Details

Contact Details

Addresses

Emergency Contacts

Ethnicity

Privacy Restrictions

Contact Details

Email

Email	Type	Preferred
@olympus.grc	Business	✓
@gmail.com	Home	

Phone

Phone	Type	Preferred
<input type="text"/>	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**

*Type

Country Code

*Phone Number

Extension

Preferred

Enable Texts

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

ctcLink Student Homepage Profile

ID 201331589

Contact Details

Email

Email	Type	Preferred
@olympus.grc	Business	✓
@gmail.com	Home	

Phone

Phone	Type	Preferred
	Telex	✓
	Home	

21. Process complete.