



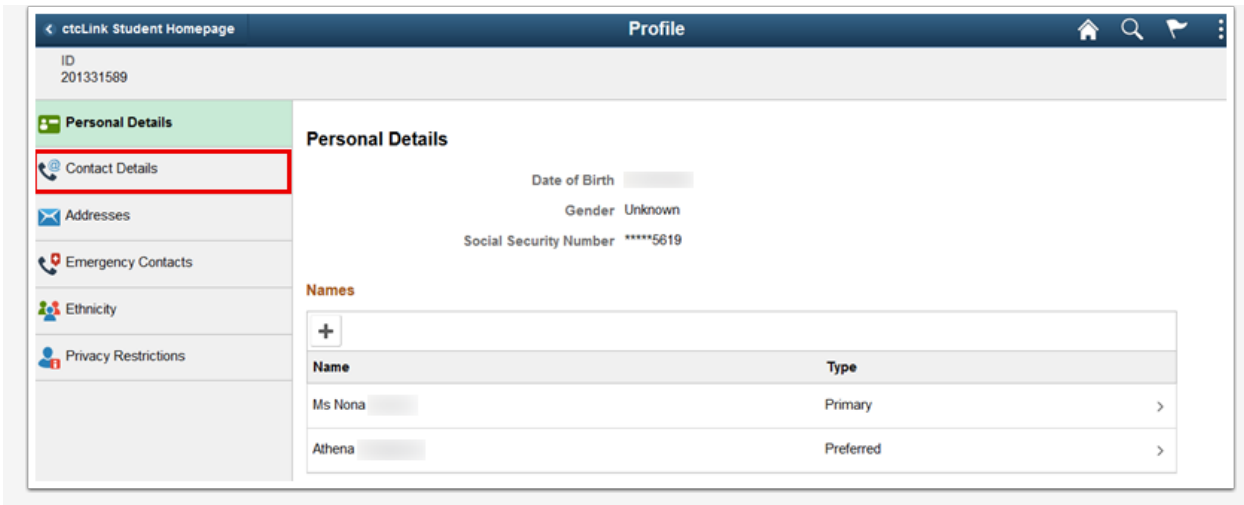
Update Contact Details

Navigation: Student Homepage

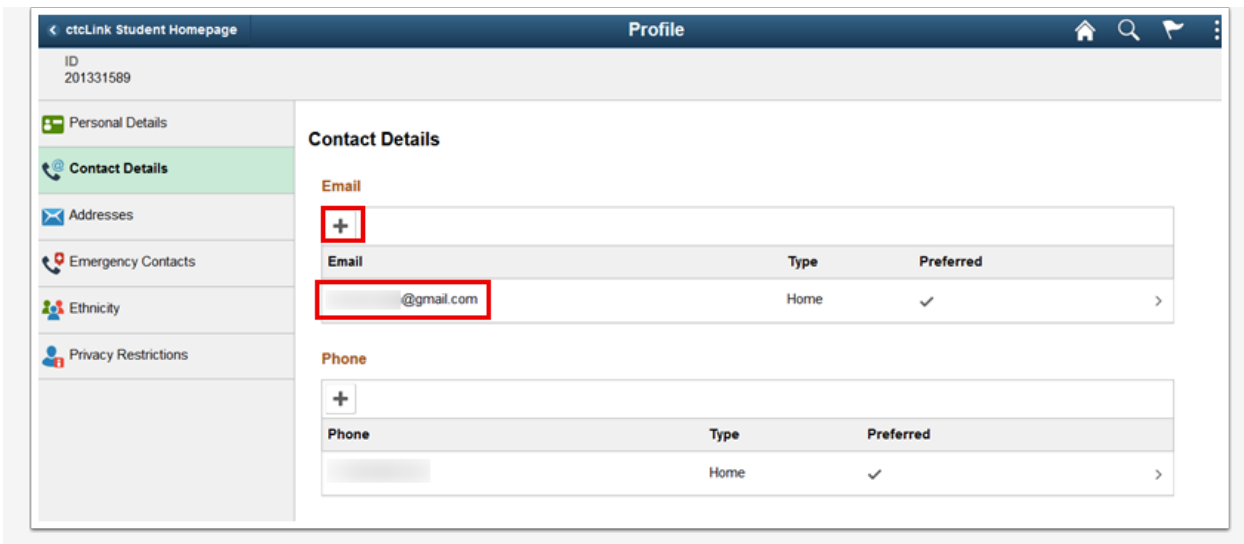
1. Select the **Profile** tile.



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 @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**.

ctoLink 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
	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 Telex

Country Code

*Phone Number

Extension

Preferred

Enable Texts

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

ctcLink Student Homepage
Profile
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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	
	Telex	✓	>
	Home		>

21. Process complete.