

# Entering and Updating Electronic Address (Email)

**Purpose:** Use this document as a reference for entering electronic address information in ctclink.

**Audience:** College staff responsible for maintaining student information

**!** You must have at least one of these local college managed security roles:

- **ZC CC Personal Information**
- **ZD CC Personal Information**
- **ZD CC Super user**
- **ZZ CC Pers Info NID Update**
- **ZZ CC Personal Information**

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access

**Navigation:** Campus Community > Personal Information > Biographical > Address/Phone > Electronic Addresses

1. Once the **Electronic Address** page appears, enter **Search Criteria** to identify your student. Next, select **Search**.
2. On the page enter the **Email Type** and **Email Address**.
3. Check **Preferred** for the primary of several email addresses for the student. You are able to select **Add** button to enter another email address for the student or the **Delete a Row [-]** icon to delete an email address.
4. Once information is entered, select **Save**.

**!** **Note: Students may only have one email address per type and only one preferred email for all types.**

**Process complete.**

## Video Tutorial

The video below demonstrates the process actions described in steps listed above. There is no audio included with this video. Select the play button to start the video.

## Video Tutorial via Panopto

View the external link to [Entering and Updating Electronic Address \(Email\)](#). The link will open in a new tab/window.