

9.2 Student Profile Activity Guide

Purpose: Use this document to reference completing a student's personal verification information activity guide through the Profile tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

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

- **ZZ SS Student**

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


Student Profile Activity Guide

Navigation: Student Homepage

1. Select the **Tasks** tile.
2. The **To Do List** page displays.
3. Select **Personal Verification Information**.
4. The **Introduction** page displays. Review it-you will notice the tabs on the left side to walk you through all needed steps.
5. Select **Next**.
6. The **Personal Details** page displays.
7. Select the **Primary** name row.
8. The **View Name** pagelet displays. **The contents cannot be altered.**
9. Select **X** to close.
10. Select the **Preferred** name row. If one does not exist, select the **Add Name [+]** icon to create one.
11. The **Edit Name** page displays.
12. Edit the name.
13. Select **Save**.
14. The **Personal Details** page displays.
15. Select **Confirm**.
16. Select **Next**.
17. The **Contact Details** page displays.

18. Select an **Email** row. If one does not exist, select the **Add Email [+]** icon to create one.
19. The **Edit Email** page displays.
20. Edit the Email address.
21. Select **Save**.
22. Select a **Phone** row. If one does not exist, select the **Add Phone [+]** icon to create one.
23. The **Edit Phone** page displays.
24. Edit the phone number.
25. Select **Save**.
26. The **Contact Details** page displays.
27. Select **Confirm**.
28. Select **Next**.
29. The **Addresses** page displays.
30. Select an address row. If one does not exist, select the **Add Address [+]** icon.
31. The **Edit Address** page displays.
32. Edit the address.
33. Select **Save**.
34. The **Addresses** page displays.
35. Select **Confirm**.
36. Select **Next**.
37. The **Emergency Contacts** page displays.
38. Select a Contact row. If none exists, select the **Add Contact [+]** icon.
39. The **Edit Contact** page displays.
40. Edit the contact.
41. Select **Save**.
42. The **Emergency Contacts** page displays.
43. Select **Confirm**.
44. Select **Next**.
45. The **Privacy Restrictions** page displays.
46. To expand the **FERPA Block** section, select the arrow.
47. Select the arrow on the right in the **Restrict All Data** row.
48. The **Edit Restriction** page displays.
49. Select the **Restricted** check box.
50. Select **Save** in the upper-right corner.
51. The **Privacy** page displays.
52. You can also restrict data is by selecting the **Restrict All** button.
53. The **Privacy** page displays.
54. The **Restrict All Data** section displays as **Restricted** with a red icon in the upper right corner of the FERPA Block section.
55. Select **Confirm**.
56. Select **Next**.
57. The **Complete Task** page displays. Read it.
58. Select **Submit**.
59. The **To Do List** page displays.
60. The Personal Information Verification Activity Guide no longer displays.

Process complete.

 Please get in touch with your college if you require immediate assistance with ctcLink. [Check out the contact information and highlights for each community and technical college.](#)

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 COMING SOON!!

Video Tutorial via Panopto

View the link to **Student Profile Activity Guide**. This link will open in a new tab/window.