Update Personal Details/Names

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Purpose: Use this document to reference how to update a student's personal details through the Profile tile on the ctcLink Student Homepage.

Audience: Students; Student Services staff.

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Update Personal Details/Names

Navigation: Student Homepage

1. Select the **Profile** tile.
2. The **Personal Details** page displays and you will be on the **Personal** tab.
3. Select **Primary Name**. The student's Primary Name can be verified, but not updated.
4. The **View Name** page displays.
5. Select **X** to close the page.
6. Select **[+]** to add a Preferred Name.
7. The **Add Name** page displays.
8. Enter **Type** = "Preferred".
9. Enter **Prefix**.
10. Enter **First Name**.
11. Enter **Middle Name**.
12. Enter **Last Name**.
13. Enter **Suffix**.
14. Select **Save**.
15. The updated **Personal Details** page displays.
16. Select the **Biographic** tab.
17. Selecting **Gender Identity** will direct you to the **Edit Details** box.
18. From the Gender Identity drop-down list, select the desired choice and **Save**.
19. Select the **Sexual Orientation** drop-down list and choose the appropriate option and **Save**.

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ℹ️ *Why are we collecting this information?*

Sexual Orientation & Gender Identity: The primary purpose for collecting sexual orientation and gender identity information is to ensure inclusivity and success for all students in our system. It is imperative, and a system goal, to provide safe places for all students to be affirmed in their identity and learn in an environment free from harassment and discrimination. In addition, this data will assist local colleges in providing services and

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creating programs and curriculum designed to support student success within the LGBTQIA+ community.

Process complete.

ℹ 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.](#)