

How to Add/Update your Mailing Address in ctLink

- Log into your CTCLINK Student Homepage using your student (ctclink) ID and password

Visit: www.olympic.edu

The image shows the ctLink navigation bar with links for Student Accounts, Canvas, Browse Classes, and Course Catalog. Below it is the Olympic College logo. To the right, a 'My Institution View' sidebar shows 'Student Homepage' circled in red, with an arrow pointing to it from the navigation bar.

- Once on the **Student Homepage**, you will click the “Profile” tile

The dashboard shows various tiles: Message Center, Tasks, Academic Progress, Manage Classes, Financial Aid, Financial Account, Academic Records, Profile, and Admissions. An arrow points from the 'Profile' tile to a larger 'Profile' tile on the right, which features a person icon with a pencil.

- Use the tabs on the left-hand side to click “Addresses”
- Add or correct your addresses using the options for each category

The 'Profile' page has a sidebar with 'Addresses' circled in red. The main content area shows 'Addresses' with a 'Home Address' section containing a table with one entry: '1600 Chester Ave, Bremerton, WA 98337-1600, Kitsap' with a 'From' column showing 'Current'. Below this is a 'Mailing Address' section with 'No address defined' and an 'Add Mailing Address' button. Arrows point from the 'Add Mailing Address' button and the 'Current' status to the right.

A current Mailing Address is required for Bank Mobile refunds from Olympic College.

Please add a mailing address if missing and keep all your contact details up to date in ctLink!

Email welcome@olympic.edu with your ctLink ID number for help.