

How to Activate your ctcLink Account

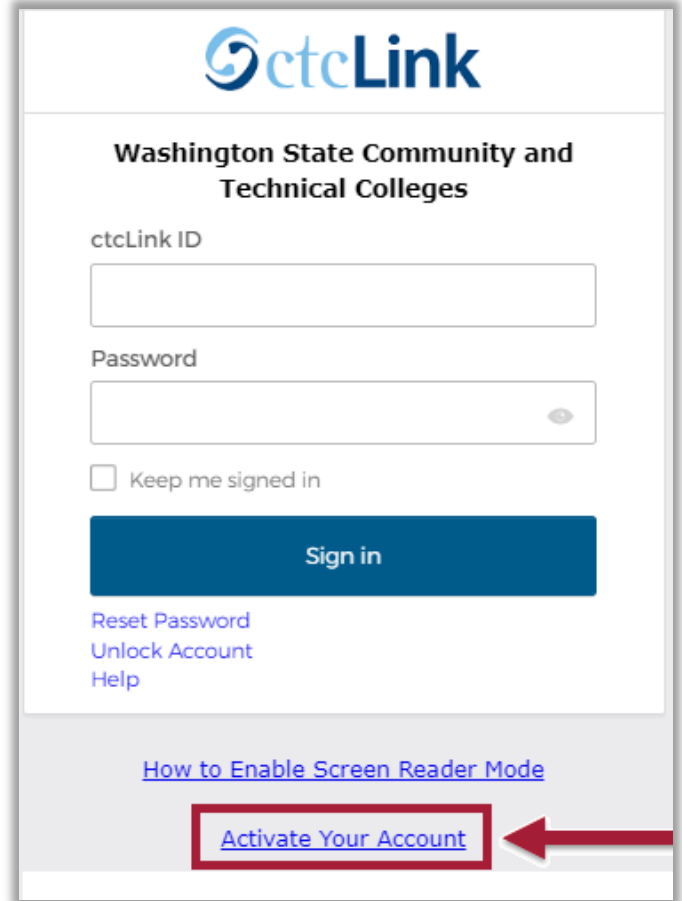
This guide will show you how to activate your ctcLink account and how to log in to ctcLink for the first time.

Go to the ctcLink Gateway Login Page:

- Go to the [ctcLink Gateway Login](https://gateway.ctclink.us) at: <https://gateway.ctclink.us>

*Note: If you use a screen reader or use assistive technology, click the **How to Enable Screen Reader Mode** for instructions.*

- Click the [Activate Your Account](#) link.



The screenshot shows the ctcLink Gateway Login Page for Washington State Community and Technical Colleges. It features a login form with fields for 'ctcLink ID' and 'Password'. Below the password field is a checkbox for 'Keep me signed in' and a blue 'Sign in' button. At the bottom of the form are links for 'Reset Password', 'Unlock Account', and 'Help'. A red box highlights the 'Activate Your Account' link at the bottom of the page, with a red arrow pointing to it from the right.

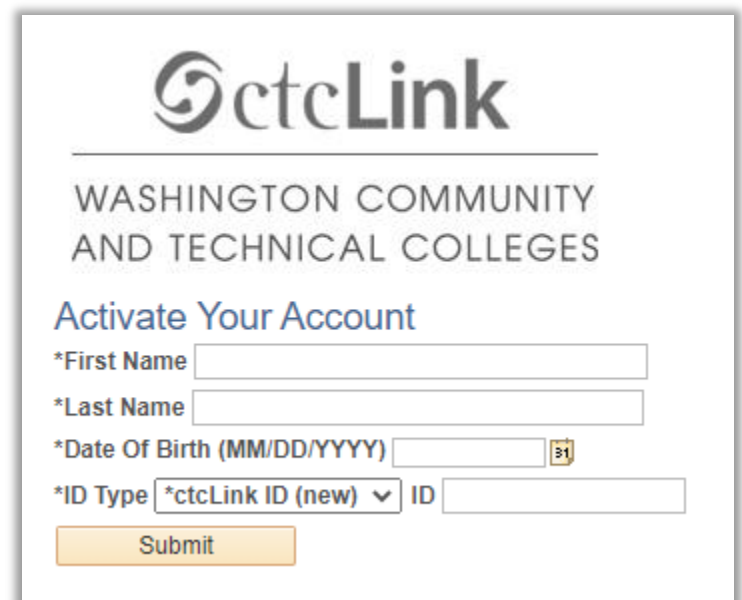
Account Activation Page:

- Enter your **First Name**, **Last Name**, and **Date of Birth**.
- Under **ID Type**, select ***ctcLink ID (new)** and enter your ctcLink ID number.

Note: This ctcLink ID should have been sent to you in your admittance letter to Pierce; check your email for this number!

Note: If you were admitted to Pierce College on or before April 30th, 2020:

- You have the option to select ***SID (old)** and enter your old SID (ex: 925555555) instead.



The screenshot shows the ctcLink Account Activation Page for Washington State Community and Technical Colleges. It features a form with fields for '*First Name', '*Last Name', '*Date Of Birth (MM/DD/YYYY)', and '*ID Type'. The '*ID Type' dropdown menu is set to '*ctcLink ID (new)'. There is also an 'ID' field. A yellow 'Submit' button is at the bottom of the form.

Security and Password Set Up:

- Enter a **Work, Student or Personal email address**
- Set up your **security questions**.
- Set up your **Account Recovery Phone Number**
- Set up a **password** for your ctLink account.

Note: Your password cannot contain any part of your first or last name.

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

*Email (Work, student, or personal)

*Security Question

*Answer

Account Recovery

Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email.

Format: [phone number plus area code]
e.g.: 5554567890

Phone Number (Text Message) Phone Number (Voice)

Password Instructions:

Password must be at least 8 characters and include at least one uppercase letter, one lowercase letter, and one number. Special characters may be used, but are not required (such as #, !, %, *). Do NOT use all or part of your first or last name as part of your password. (Example: Sunshine2)

Password

Confirm Password

- Click the **Submit** button. A pop up window will appear and it will show your ctLink ID number. **Remember to write down your ctLink ID number!**
- Finally, after copying your ctLink ID number, click **OK**.

Message

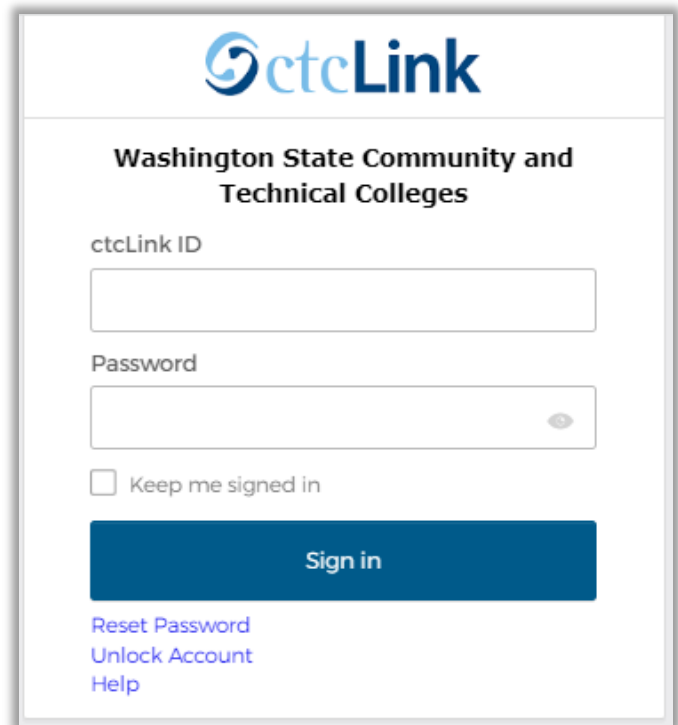
Your account has been activated. This is your ctLink ID **123456789** ←

Remember your ID and password. You will need it every time you sign in to your ctLink account. (0,0)

That's it! You've activated your ctLink account. Now let's log in to ctLink for the first time.

First Time Login to CtcLink

- After activating your account, **close your web browser completely (including all open tabs)**.
- Open a new web browser. **Google Chrome** is the preferred web browser to use for ctcLink.
- Go to the [ctcLink Gateway Login](https://gateway.ctclink.us) at: <https://gateway.ctclink.us>
- Enter your ctcLink ID and your Password. Then click Sign In.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text reads "Washington State Community and Technical Colleges". There are two input fields: "ctcLink ID" and "Password". The password field has a toggle icon for visibility. Below the fields is a checkbox labeled "Keep me signed in". A large blue "Sign in" button is centered below the checkbox. At the bottom, there are three links: "Reset Password", "Unlock Account", and "Help".

- You will be taken to the **ctcLink Gateway** page. That's it! You are now in ctcLink!

