OctcLink

How to check your To Do List

This guide will show you how to check your To Do list in ctcLink.

What is my To Do list?

You may be assigned To Do tasks in ctcLink. This may include tasks such as submitting paperwork, completing forms, or contacting a department. These To Dos **may be crucial** to complete for financial aid, or to be able to register for classes, so make sure to complete these To Dos if you see them in your Tasks tile!

How do I check my To Do list?

Go to the <u>ctcLink sign in page</u>: <u>https://gateway.ctcLink.us.</u> Enter your **ctcLink ID** (EMPLID) and **password**.

Then click the **Sign In** button. You may be asked to verify your log in with a Multifactor Authentication (MFA) option, such as an email, text, phone call, or authenticator app action.

OctcLink	OctcLink			
Washington State Community and Technical Colleges	Verify it's you with a security method Select from the following options			
ctcLink ID	Email Select			
Password	Google Authenticator Select			
Keep me signed in	Inter a code Select Okta Verify Select Image: Select select Select			
Sign in	Okta Verify Phone +1 XXX-XX-5344 Select			

After successfully logging in, you will be brought to the **ctcLink Gateway**.





You'll be brought to your Student Homepage. Click on the Tasks tile.

You will see the number of outstanding To Dos on this tile. In this example, this student has 2 outstanding To Do tasks.



After clicking on the Tasks file, you will see a list of your outstanding To Do tasks. Take note of the **Due Date** and the **Status**.

Click on a row to open the Task to see more details.

CtcLink Student Hor	mepage		Tasks	ራ	Q ,	¢	: Ø
To Do List	2	To Do List					
Nolds	1						2 rows
							$\uparrow\downarrow$
		Task	Institution	Due Date	Stat	tus	
		ISIR vs Bio Demo Mismatch	Pierce College	06/06/2024	Initi	ated	>
		SAP Petition	Pierce College	06/27/2024	Initi	ated	>

When the task window opens, you will see more details and instructions on what to do to complete the task.

Task Details						
ISIR vs Bio Demo Mismatch						
Institution	Pierce College					
Aid Year	2023-2024 Financial Aid Year					
Status	Initiated					
Status Date	05/07/2024					
Due Date	06/06/2024					
The FAFSA bio/demo information and the academic bio/demo information for the Pierce College do not match on one or more of the following: name, DOB, citizenship status or social security number. Please contact our office to resolve conflicting information.						

When the item has been marked as **Completed** by a staff member at Pierce College, the item will disappear from your To Do list.

That's it! Now you know how to check your To Do list in ctcLink!

