Activate Your ctcLink Account

1. Navigate to the ctcLink Sign In page (https://gateway.ctclink.us) or the Activate Your Account page from your college’s website. (If you select Activate Your Account, start with Step 3 below).

2. Select the Activate Your Account link.
3. Select the **OK** button when the redirection pop up message displays.

4. The **Activate Your Account** page displays.

5. Enter your **First Name** and **Last Name**. Please make sure you have entered your name correctly. *(If your legal name is a single name—such as Pran, Madonna or Nani - you must enter a hyphen (-) in the First Name field and enter your single name in the Last Name field.)*

6. Enter your **Date of Birth** (MM/DD/YYYY) as shown or use the calendar icon.

7. From the drop-down menu select:

   - **ctcLink ID** (new) if you are a new student or employee.
   - **SID** (old) if you are a current or returning student or employee.

8. Enter either your **ctcLink ID** or **SID**.

9. Select the **Submit** button.
Set Your Password

10. The **Set Your Password** page displays. 
   
   This page is used to set up your password and your account recovery options.

11. Enter your preferred **Email** address.

12. Select the **Security Question** from the dropdown menu.

13. Provide the **Answer** to your security question.


   a. Enter **Phone Number** for text (SMS) option.
   b. Enter **Phone Number** for voice option.

15. Create your **Password**. (At least 8 characters, including at least one uppercase letter, one lowercase letter and one number. Special characters may be used but are not required.)

16. **Confirm** your **Password**.

17. Select the **Submit** button.
18. A pop-up message displays.

19. **Make note of your ctcLink ID.**

20. Select the **OK** button.
21. The Account Activation confirmation message displays.

22. Close the browser tab.

*NOTE - Please close your browser before attempting to log in to ctcLink.

PLEASE NOTE: When prompted to close your browser(s), make sure to close ALL browsers completely for update to take place.

23. Make note of your new ID and Password.

24. You have successfully activated your ctcLink account.

25. End of procedure.

For help troubleshooting issues regarding activating your ctcLink account, please contact your college help desk.