




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.

The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. There is a "ctcLink ID" label above a text input field. Below the input field is a "Remember me" checkbox. A blue "Next" button is positioned below the checkbox. A "Password Help" link is located below the button. At the bottom of the page, there is a link for "How to Enable Screen Reader Mode" and a link for "Activate Your Account". The "Activate Your Account" link is circled in red, and a red arrow points to it from the left.


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.


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Activate Your Account

*First Name

*Last Name

*Date Of Birth (MM/DD/YYYY) 

*ID Type ID

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 you preferred **Email** address.

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

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

14. Additional Account Recovery options located in the **Account Recovery** box.

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.



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Set Your Password

*Email

*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
(SMS)

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

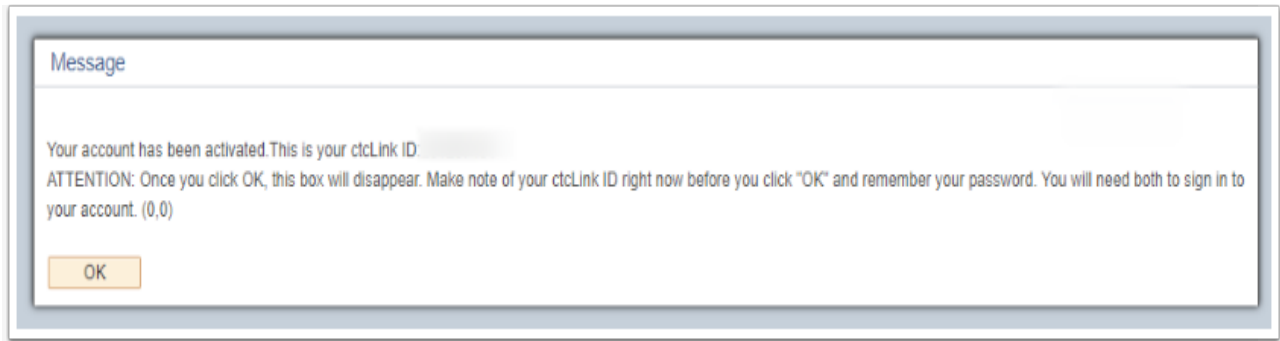
Submit

Cancel

18. A pop-up message displays.

19. Make note of your ctcLink ID.

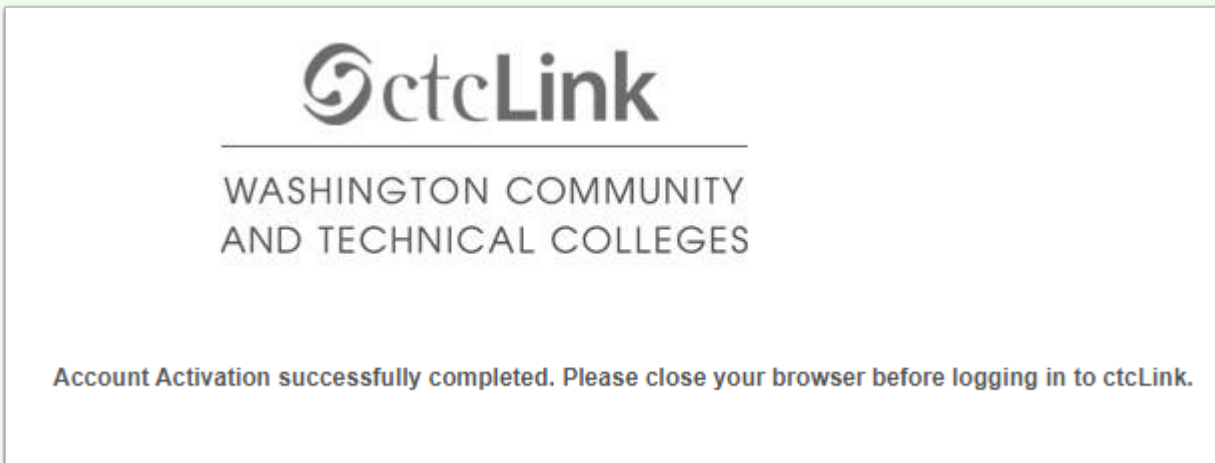
20. Select the **OK** button.



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.