



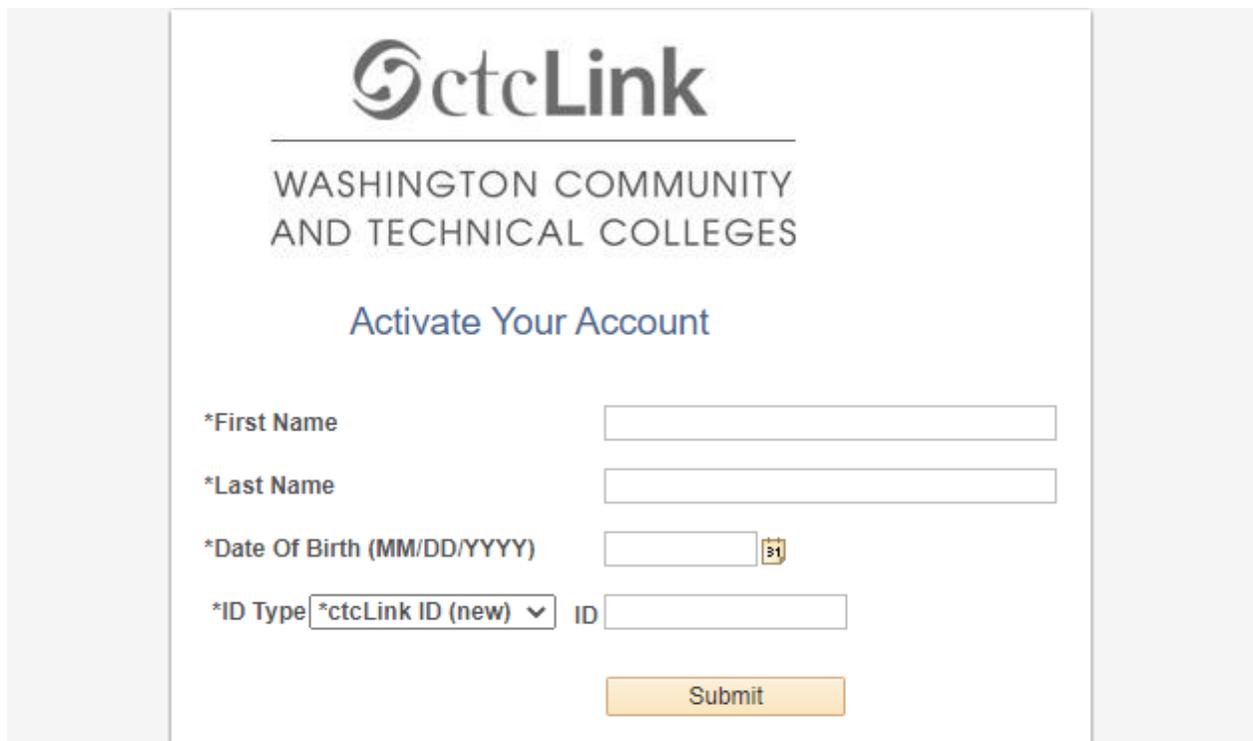
Activate Your ctcLink Account

1. Navigate to the **ctcLink Sign In** page (<https://gateway.ctclink.us>)
2. Select the **Activate Your Account** link.

A screenshot of the ctcLink sign-in page. At the top is the ctcLink logo. Below it is the text "Washington State Community and Technical Colleges". There is a text input field labeled "ctcLink ID". Below the input field is a checkbox labeled "Remember me". A large blue button labeled "Next" is centered below the checkbox. Below the "Next" button is a link labeled "Password Help". At the bottom of the page, there is a link labeled "How to Enable Screen Reader Mode" and a link labeled "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 or do not already have a ctcLink ID.
8. Enter either your **ctcLink ID** or **SID**.
9. Select the **Submit** button.



The screenshot shows a web form titled "ctcLink" for "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". The main heading is "Activate Your Account". The form contains the following fields and controls:

- *First Name: A text input field.
- *Last Name: A text input field.
- *Date Of Birth (MM/DD/YYYY): A date input field with a calendar icon.
- *ID Type: A dropdown menu currently showing "*ctcLink ID (new)".
- ID: A text input field.
- Submit: An orange 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 you preferred **Email** address.

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

a. Enter **Phone Number** for text (SMS) option. (no dots, no dashes, no spaces)

b. Enter **Phone Number** for voice option. (no dots, no dashes, no spaces)

13. 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. Cannot contain your first name, last name, birthday or ctcLink number.

14. **Confirm Password**.

15. Select the **Submit** button.



WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

*Email (Work, student,
or personal)

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

Submit

Cancel

16. Select the **OK** button.

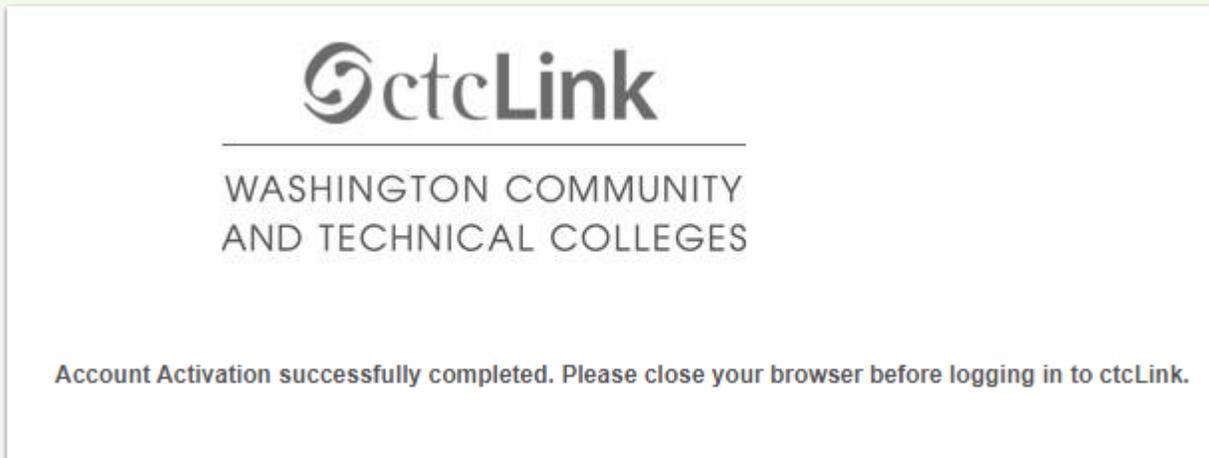


17. The Account Activation confirmation message displays.

18. **Make note of your new ID and Password.**

19. 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.

20. You have successfully activated your ctcLink account.

21. End of procedure.

For [help](#) troubleshooting issues regarding activating your *student* ctcLink account, please contact Grays Harbor College Student Help Desk. If you are an *employee* in need of assistance, please contact the Grays Harbor College Help Desk via email at helpdesk@ghc.edu or call 360-538-4064.