

## **Enroll in Class with a Permission Number**

1. Sign into ctcLink at <a href="https://myaccount.ctclink.us/">https://myaccount.ctclink.us/</a>

<b>OctcLink</b>	
Washington State Community and Technical Colleges	
ctcLink ID	
Next	
Password Help	

2. Click on **Student Homepage**.



3. Click on the Manage Classes tile.

ØctcLink		▼ ctcLink Stude	ent Homepage		n 🏲 : 🥑
	Message Center	Tasks No current tasks	Academic Progress	Manage Classes	
	Financial Ald	Financial Account	Academic Records	Profile	
	Additional Resources	Admissions			
			•		C

- 4. Click on **Class Search and Enroll**. Then choose the Term from the dropdown menu and select Grays Harbor College for that term.
  - **Keyword:** Input words that may be found in the course and class descriptions, subject or class topics.
  - **Favorites:** Displays courses added to favorites from previous schedule searches.
  - **Recently Viewed:** Displays classes recently viewed in Class Search.
  - Additional ways to search: Allows users to search by subject, catalog number and/or instructor.

CtcLink Student Homepage	Select a Value
📩 View My Classes	Terms prior to FALL 2021
i View My Exam Schedule	Terms on or after FALL 2021
Enrollment Dates	WINTER 2022 Skagit Valley College
<b>Q</b> Class Search and Enroll	WINTER 2022
Enroll by My Requirements	South Seattle College
Shopping Cart	WINTER 2022 Whatcom Community College
Drop Classes	WINTER 2022 Highline College
Update Classes	WINTER 2022 Shoreline Community College
Swan Classes	

5. Look up your classes using course name, subject, or keywords. Hit the Enter/Return key to populate results.

ctcLink Student Homepage	Class Search and Enroll
SPRING 2021 Seattle Central College	
View My Classes	Search For Classes ()
	algebra
View My Exam Schedule	Additional ways to search
Enrollment Dates	▶ Favorites
	Recently Viewed
	>
Enroll by My Requirements	
W Shopping Cart	

6. Select the course in which you want to enroll.

< Class Search	Class Search Results	🏫 🏲 E 🛛
▼ Subject	View Search Results	
MATH / Mathematics - MATH	7 Courses with keyword: algebra	
✓ Class Status     Open Classes Only	MATH 90 Elementary Algebra 4 Class Options Available	>
Wait List Classes Only	MATH 92 Applied Elementary Algebra 5 Class Options Available	>
Academic Career	II MATH 95 Intermediate Algebra	>
5 Units	4 Class Options Available	2
✓ Location	Applied Intermediate Algebra 12 Class Options Available	>
Clark College Main Campus	MATH 110	

7. Select the hyperlink from the Class row to view class details and the class Information page will display.

Class Search Results				Course Inform	nation		🏫 🤉 🏲 🕴 🙆
WINTER 2022 Skagit Valley College							
View My Classes	ENGL 97						
View My Exam Schedule	College Pre	ep English	929				
Enrollment Dates	Course	Informatio	on				
Q Class Search and Enroll	Select a cla	ss option					Selected Filters 3 options
Enroll by My Requirements	Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
₩ Shopping Cart	1	Open	Regular Academic Session	LEC - Section A - Class Nbr 27575	01/04/2022 - 03/18/2022	Monday Tuesday Wednesday Thursday 8:30AM to 10:50AM	Open Seats 27 of 27
Drop Classes	2	Open	Regular Academic Session	LEC - Section DE1 - Class Nbr 27577	01/04/2022 - 03/18/2022	To be announced	Open Seats 27 of 27
Vpdate Classes	3	Open	Regular Academic Session	LEC - Section DE2 - Class Nbr 27578	01/04/2022 - 03/18/2022	To be announced	Open Seats 27 of 27

8. Once you've decided which class best fits your schedule, click the arrow on the right to add yourself to the waitlist.

View My Classes	ACOTH	01					
W Shopping Cart	Fishes	TREX AND	ege courses				
Q Class Search and Enroll	+ Court	se Infor	mation				
👼 Drop Classes	- Class	Select	ion				and Edward A sector
Undate Classes	Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
	1	Open	Regular Academic Session	Lecture - Section HOG - Class Nor 1963	09/23/2019 - 12/13/2019	To be announced	Open Seats 10
Z Swap Classes	2	Open	Regular Academic	Lecture - Section 1 - Class Nor 1642	09/23/2019 -	Monday Tuesday Wednesday	~
Browse Course Catalog			Session		12/13/2019	Thursday 10:30AM to 11:20AM	· · · ·
Planner	3	Open	Regular Academic	Lecture - Section 2 - Class Nor 1643	09/23/2019 -	Monday Tuesday Wednesday	Open Seats 24
Enroll by My Requirements			Session		12/13/2019	10.30AM to 11.20AM	0124

9. Follow the prompts to review the class selection. Click Next when you are done.

× Exit	Cla	ss Search and Enroll		٣	Next >
SPRING 2021 Seattle Central College					
1 Review Class Selection Visited	Step 1 of 4: Review Class Selec	tion			
2 Review Class Preferences Not Started	You have selected				
3 Enroll or Add to Cart Not Started	Class	Session	Meeting Dates	Days and Times	Seats
4 Review and Submit Not Started	Lecture - Section HOG - Class Nor 1963	Regular Academic Session	09/23/2019 - 12/13/2019	To be Announced	Open Seats 10 of 10

10. Enter the number in the "Permission Number" box and click Accept when you are done.

× Exit	Class Search and Enroll	Y Previous
SPRING 2021 Seattle Central College		
1 Review Class Selection Complete	Step 2 of 4: Review Class Preferences MATH 90 Elementary Algebra	Accept
2 Review Class Preferences In Progress	LEC - Section F03M - Class Nbr 9090 - Open	
3 Enroll or Add to Cart Not Started	Permission Number ()	
4 Review and Submit Not Started	112233	

11. Select if you want to **Enroll** or just put the class in your **Shopping Cart** and then click the Next button.

× Exit	Class Search and Enroll	🗧 < Previous 🛛 Next >
SPRING 2021 Seattle Central College		
1 Review Class Selection Complete	Step 3 of 4: Enroll or Add to Cart	
2 Enroll or Add to Cart Visited	Do you wish to enroll or add the class to your Shopping Cart?      Inroll     Inroll	
3 Review and Submit Not Started	Add to Shopping Cart	

12. Review your selection. If you need to make a change, click the Previous button at the top right. If everything looks good, click Submit.

× Exit	Cla	ass Search and Enro	11			< Previous
SPRING 2021 Seattle Central College						
1 Review Class Selection Complete	Step 3 of 3: Review and Submit					Submit
2 Enroll or Add to Cart Complete	Adath 89 Elementary Algebra					
Review and Submit	Class	Session	Meeting Dates	Days and Times		Seats
3 Visited	Lecture - Section 2A - Class Nbr 1042	Regular Academic Session	09/23/2019 - 12/13/2019	Tuesday Thursday	6:00PM to 7:55PM	Open Seats 22 of 22
	Laboratory - Section 2LAB - Class Nbr 1043	Regular Academic Session	09/23/2019 - 12/13/2019	Tuesday Thursday	8:00PM to 8:50PM	Open Seats 22 of 22

13. Click Yes to confirm.



14. You're now enrolled in the class!

ctcLink Student Homepage	Confirmation
SPRING 2021 Seattle Central College	
View My Classes	Viatbi90 Elementary:Algebrasition I
View My Exam Schedule	This class has been added to your schedule. He wait list in position number 2.
Enrollment Dates	Return to Class Search Results
Class Search and Enroll	Protection to Programme addition of Prage