



Enroll in Class with a Permission Number

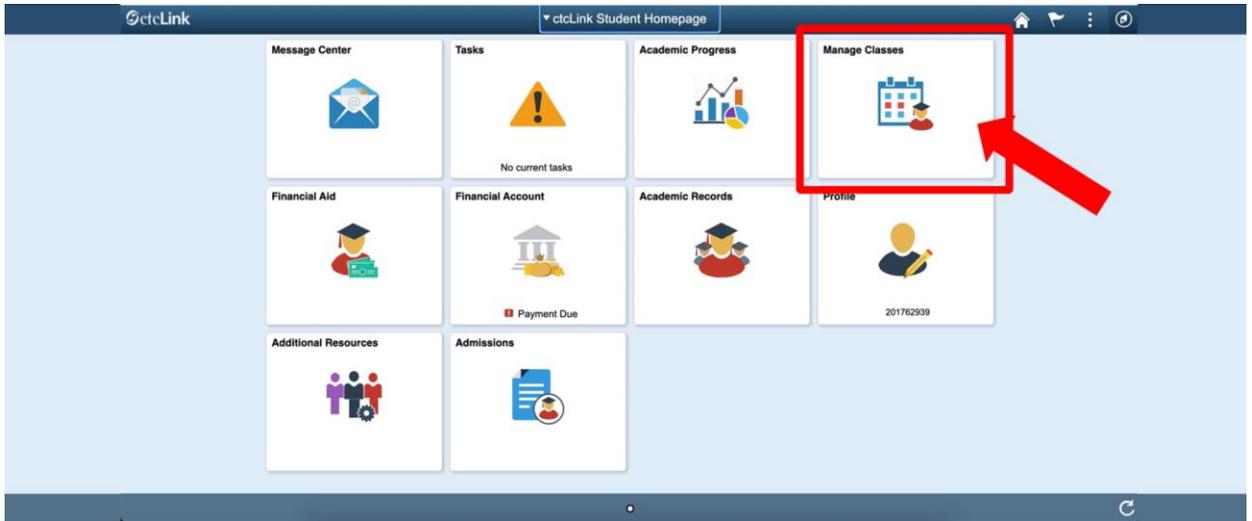
1. Sign into ctcLink at <https://myaccount.ctclink.us/>

A screenshot of the ctcLink login page. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. Underneath is the label "ctcLink ID" followed by a text input field. Below the input field is a blue button labeled "Next". At the bottom left, there is a link for "Password Help".

2. Click on **Student Homepage**.



3. Click on the **Manage Classes** tile.

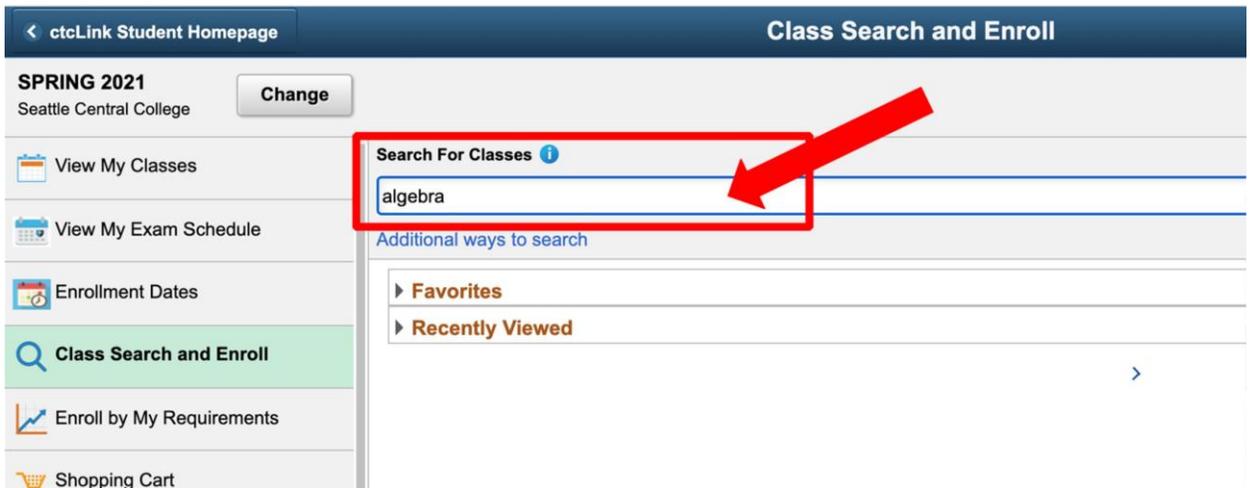


4. Click on **Class Search and Enroll**. Then choose the Term from the dropdown menu and select Grays Harbor College for that term.

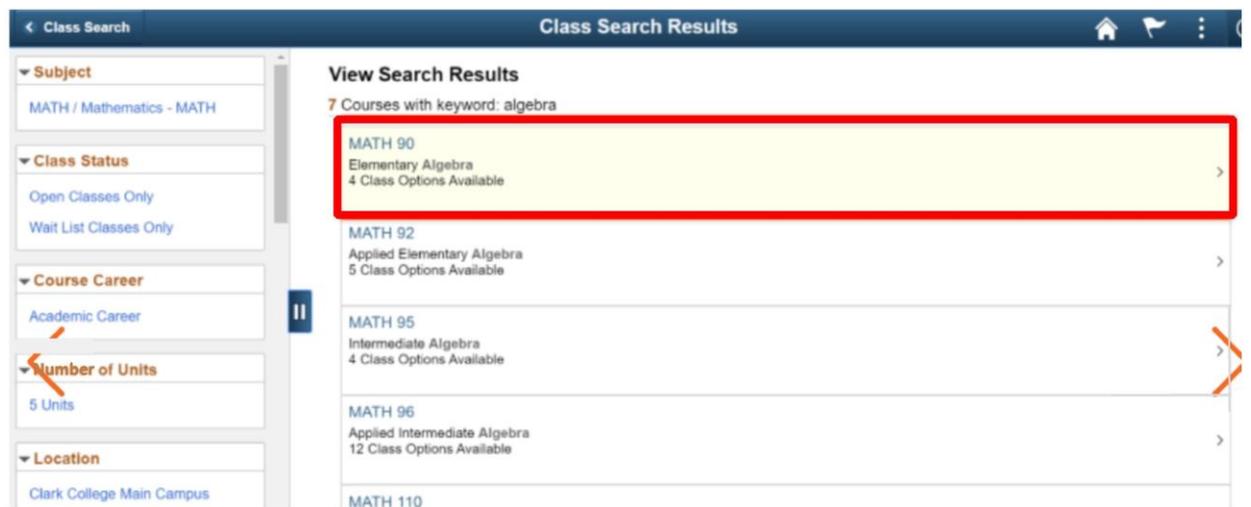
- **Keyword:** Input words that may be found in the course and class descriptions, subject or class topics.
- **Favorites:** Displays courses added to favorites from previous schedule searches.
- **Recently Viewed:** Displays classes recently viewed in Class Search.
- **Additional ways to search:** Allows users to search by subject, catalog number and/or instructor.

ctcLink Student Homepage	Select a Value
View My Classes	Terms prior to FALL 2021
View My Exam Schedule	Terms on or after FALL 2021
Enrollment Dates	Coastal Community College
Class Search and Enroll	WINTER 2022 Skagit Valley College
Enroll by My Requirements	WINTER 2022 South Seattle College
Shopping Cart	WINTER 2022 Whatcom Community College
Drop Classes	WINTER 2022 Highline College
Update Classes	WINTER 2022 Shoreline Community College
Swap Classes	

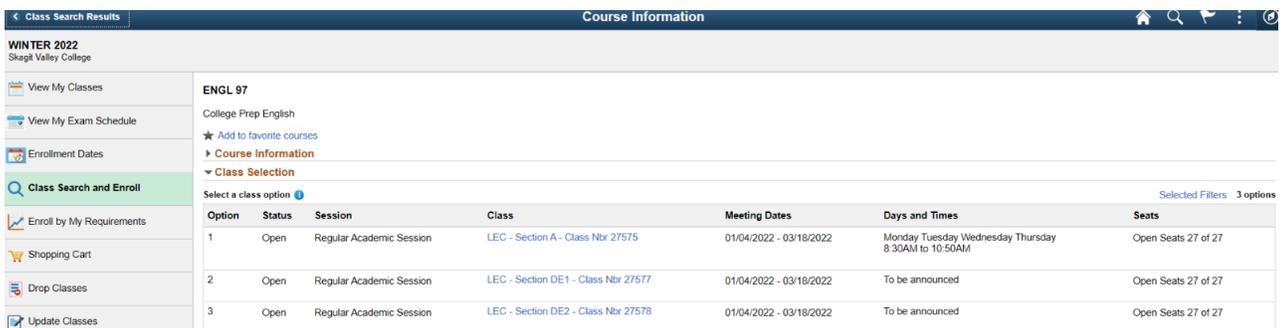
5. Look up your classes using course name, subject, or keywords. Hit the Enter/Return key to populate results.



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



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



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
Shopping Cart
Class Search and Enroll
Drop Classes
Update Classes
Swap Classes
Browse Course Catalog
Planner
Enroll by My Requirements

MATH 90
Elementary Algebra
Practical Accounting I
Add to favorite courses
Course Information
Class Selection

Select a class option Selected Filters 3 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Seats
1	Open	Regular Academic Session	Lecture - Section HOG - Class Nbr 1963	09/23/2019 - 12/13/2019	To be announced	Open Seats 10 of 10
2	Open	Regular Academic Session	Lecture - Section 1 - Class Nbr 1642	09/23/2019 - 12/13/2019	Monday Tuesday Wednesday Thursday 10:30AM to 11:20AM	Open Seats 4
3	Open	Regular Academic Session	Lecture - Section 2 - Class Nbr 1643	09/23/2019 - 12/13/2019	Monday Tuesday Wednesday Thursday 10:30AM to 11:20AM	Open Seats 24 of 24

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

Exit Class Search and Enroll Next >

SPRING 2021
Seattle Central College

1 Review Class Selection Visited
2 Review Class Preferences Not Started
3 Enroll or Add to Cart Not Started
4 Review and Submit Not Started

Step 1 of 4: Review Class Selection
You have selected
MATH 90 Elementary Algebra
Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - Section HOG - Class Nbr 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.

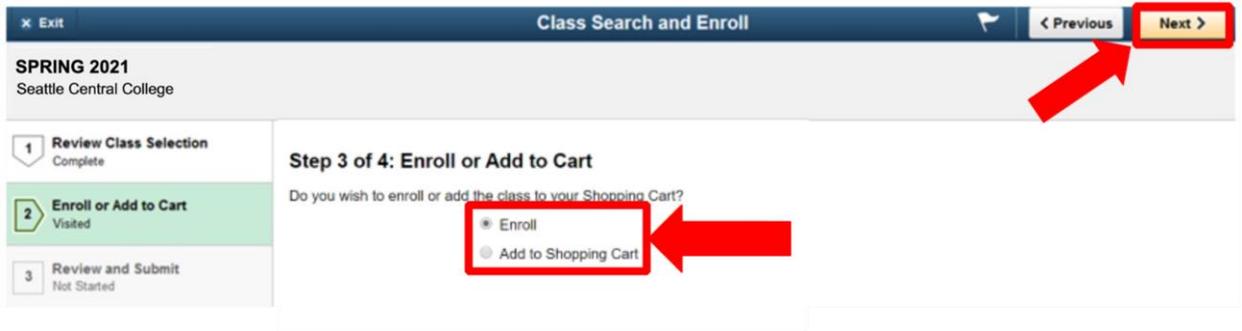
Exit Class Search and Enroll Previous

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Seattle Central College

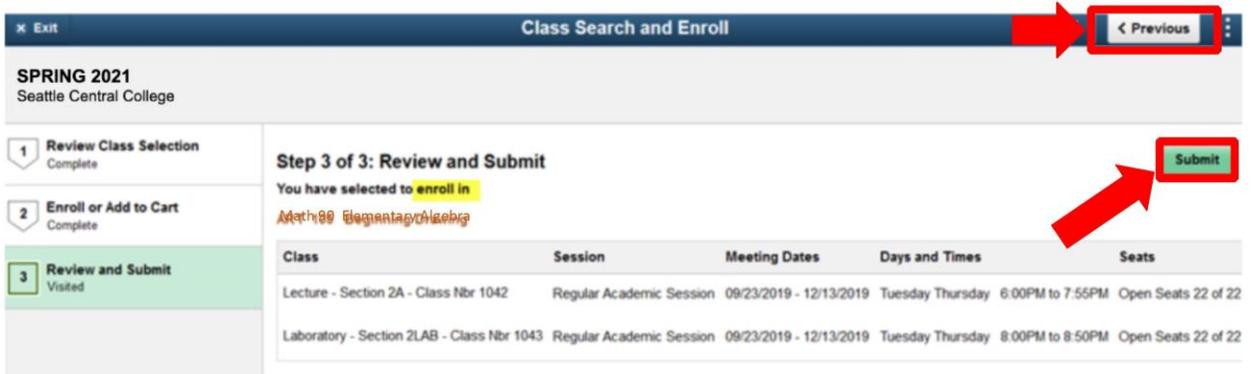
1 Review Class Selection Complete
2 Review Class Preferences In Progress
3 Enroll or Add to Cart Not Started
4 Review and Submit Not Started

Step 2 of 4: Review Class Preferences
MATH 90 Elementary Algebra
LEC - Section F03M - Class Nbr 9090 - Open
Add to waitlist if class is full? No
Permission Number Accept

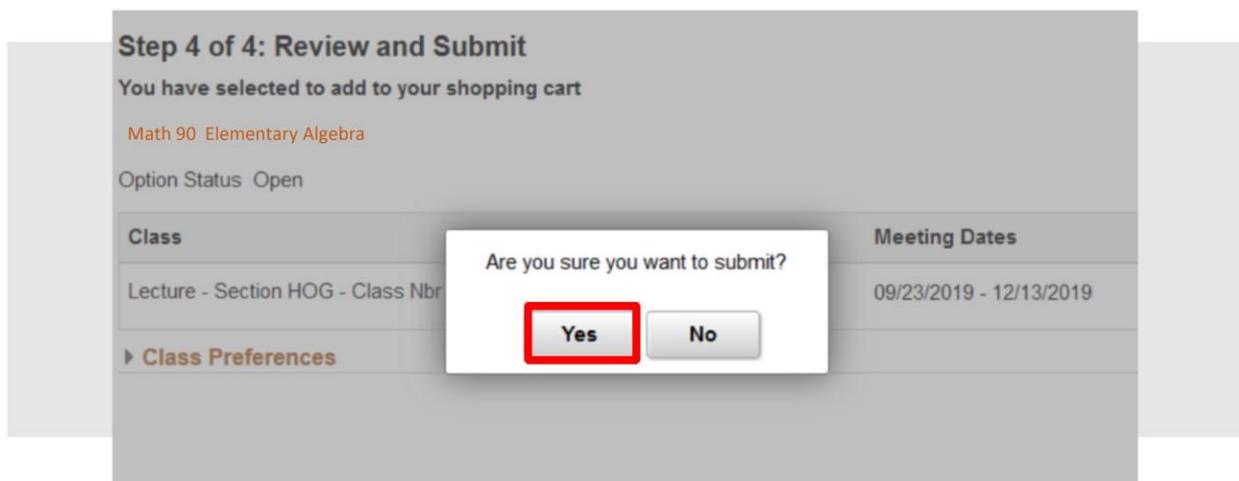
11. Select if you want to **Enroll** or just put the class in your **Shopping Cart** and then click the Next button.



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.



13. Click Yes to confirm.



14. You're now enrolled in the class!

SPRING 2021

Seattle Central College

 View My Classes

 View My Exam Schedule

 Enrollment Dates

 Class Search and Enroll

 ~~Math 99 Elementary Algebra~~ **Math 99 Elementary Algebra** Position 1

This class has been added to your schedule.

ie wait list in position number 2.

 [Return to Class Search Results](#)

 [Return to Keyword Search Page](#)

