ctcLink

1. Support Plan
2. Account Activation
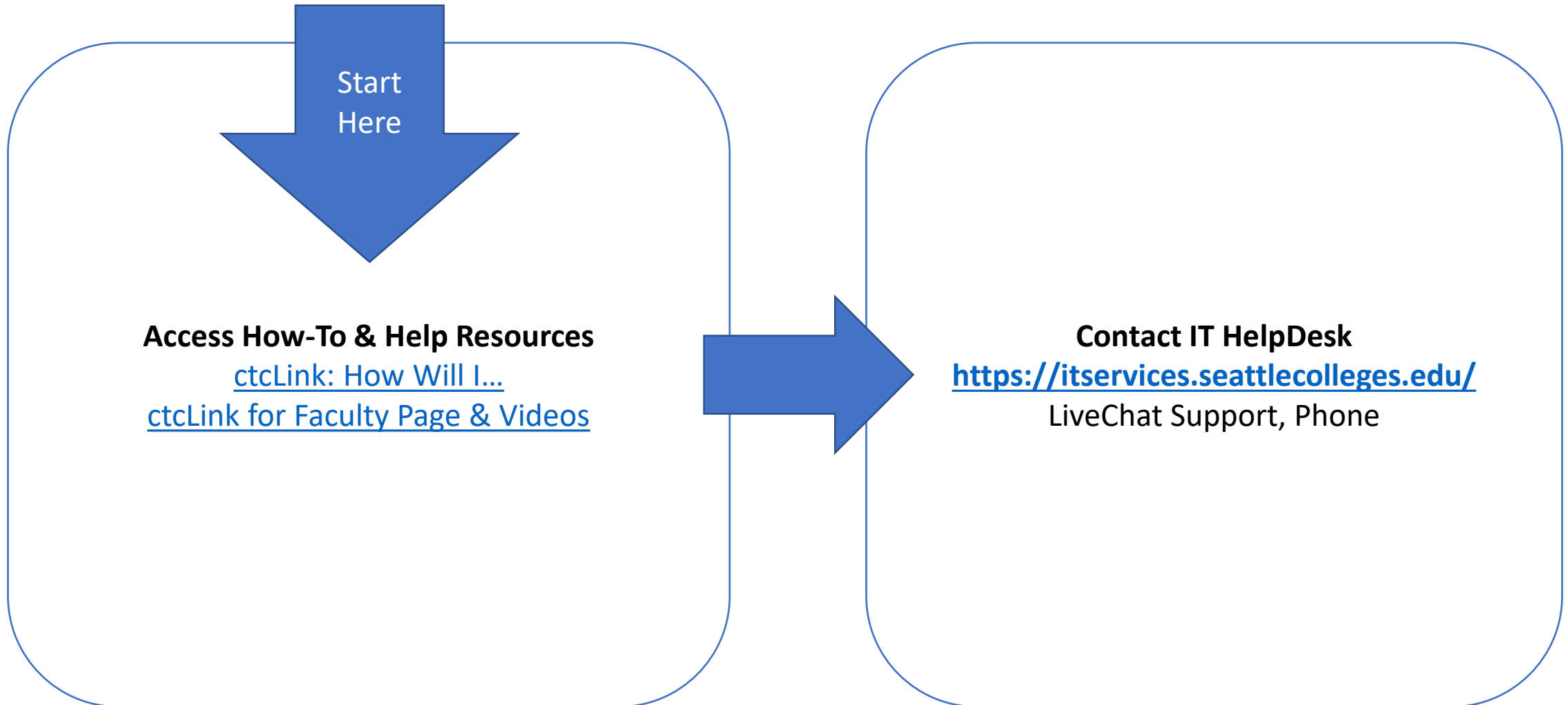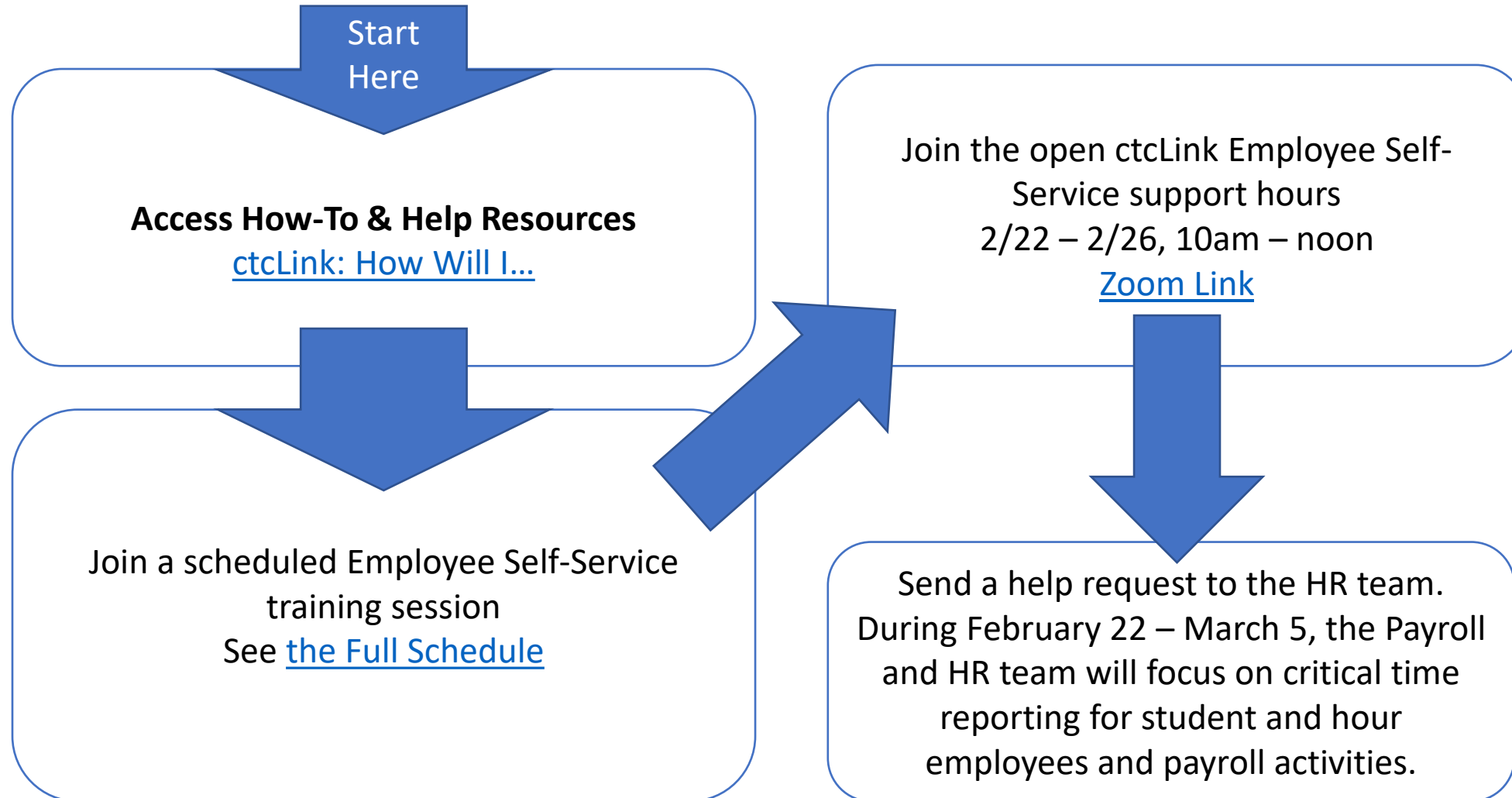
SEATTLE COLLEGES
Central · North · South

Key Dates

❖ **February 10:** Last day to pay Seattle Colleges for anything until March 1. Cashiering Offices will not be able to process any transactions after February 10.

❖ **February 22 – 26:** Admissions, Advising, Cashiering, Enrollment, and Financial Aid offices are closed for the system change. Staff in those offices will be working with the SBCTC state agency on the changeover.

  ❖ February 22: Staff begin activate their accounts and login

  ❖ February 24: Faculty invited to activate accounts and login

  ❖ February 26: First timesheets due in ctcLink for student employees, hourly, and classified employees.

❖ **March 1:** All students can begin to activate their new ctcLink account and get their new ctcLink ID number.

❖ **March 3:** Enrollment opens for returning students.

❖ **March 8:** Enrollment opens for new students.

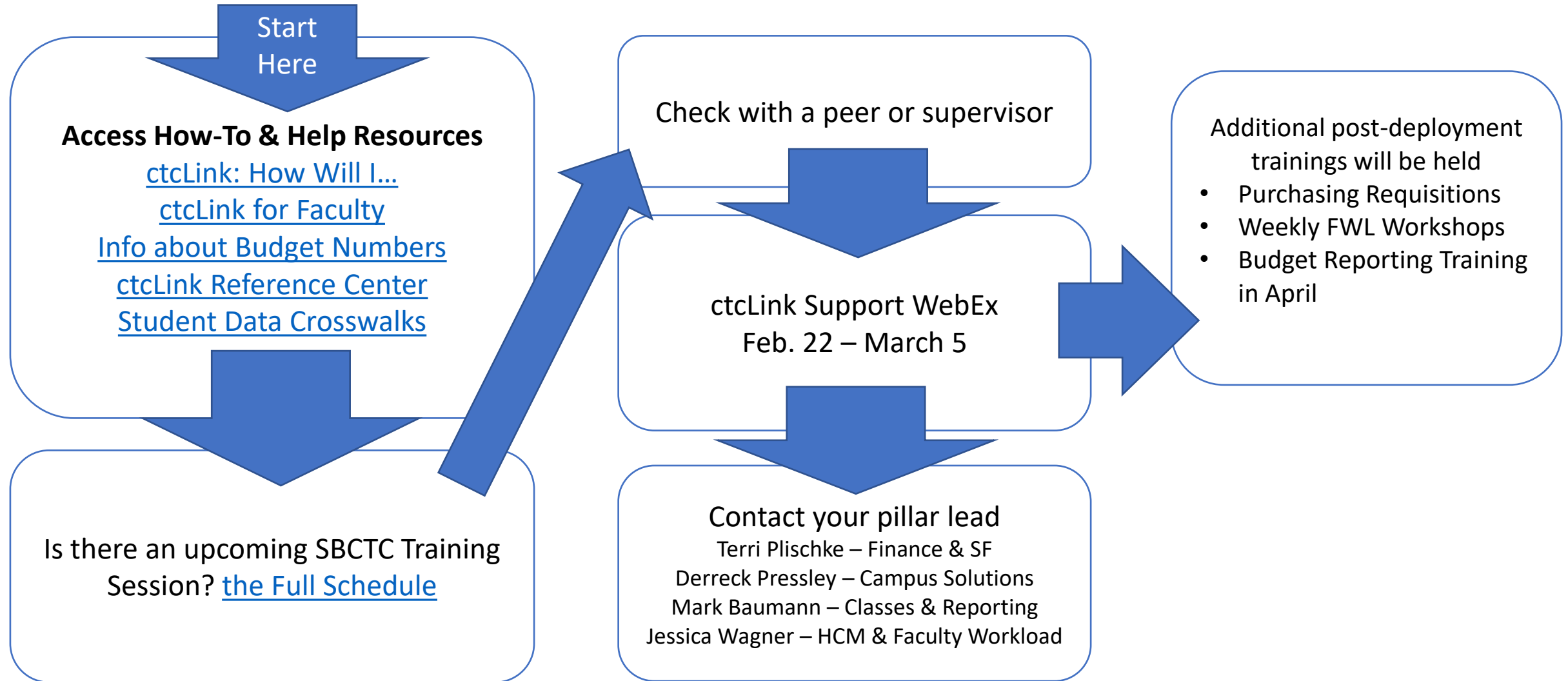# Employee Support: Account Activation

Start Here

Access How-To & Help Resources
ctcLink: How Will I…
ctcLink for Faculty Page & Videos

Contact IT HelpDesk
https://itservices.seattlecolleges.edu/
LiveChat Support, Phone

Employee Support: Time & Leave & HR

Start Here

Access How-To & Help Resources
ctcLink: How Will I...

Join a scheduled Employee Self-Service training session
See the Full Schedule

Join the open ctcLink Employee Self-Service support hours
2/22 – 2/26, 10am – noon
Zoom Link

Send a help request to the HR team. During February 22 – March 5, the Payroll and HR team will focus on critical time reporting for student and hour employees and payroll activities.

Employee Support: How Do I?

Start Here

Access How-To & Help Resources
ctcLink: How Will I…
ctcLink for Faculty
Info about Budget Numbers
ctcLink Reference Center
Student Data Crosswalks

Is there an upcoming SBCTC Training Session? the Full Schedule

Check with a peer or supervisor

ctcLink Support WebEx
Feb. 22 – March 5

Contact your pillar lead
Terri Plischke – Finance & SF
Derreck Pressley – Campus Solutions
Mark Baumann – Classes & Reporting
Jessica Wagner – HCM & Faculty Workload

Additional post-deployment trainings will be held
- Purchasing Requisitions
- Weekly FWL Workshops
- Budget Reporting Training in April

Student Support: Account Activation

Access How-To & Help Resources
Resources for Students
Instructions sent through email, Canvas

Scheduled Training Sessions
Offered twice-daily March 1 – 12
Covers account activation, enrollment, paying
(hosted by project team w/IT & college support)
10am - 11:30am
1pm - 2:30pm

Contact IT HelpDesk
https://itservices.seattlecolleges.edu/
LiveChat Support, Phone
Focused on account activation, browser and access issues

General Student Support

Access How-To & Help Resources
[Resources for Students](#)
(messaged to student beginning 2/8)
Enrollment Instructions sent through email,
Canvas

College Help & Support
Support through College's Virtual Assistance
Will need to direct students based on issues
(IT HelpDesk, Enrollment, Financial Aid, etc)

Scheduled Training Sessions
Offered twice-daily March 1 – 12
Covers account activation, enrollment, paying
(hosted by project team w/IT & college support)
10am - 11:30am
1pm - 2:30pm

College Departments
Enrollment – holds, service indicators, pre-requisites
Cashiering – student balances, Spring tuition & fees
Financial Aid – financial aid questions
Advising – spring enrollment questions
Admissions – process and status

Activating Your ctcLink Account

Step 1:

Open a browser and go to your campus website.
Click on **Employees**.

www.seattlecentral.edu | www.southseattle.edu | www.northseattle.edu

North

Employees

Canvas   ctcLink   Office 365   Library

Inside Seattle Colleges   Guided Pathways   Starfish   25Live

PeoplePages

Central

Employees

Canvas   ctcLink   Parking   Office 365

Faculty Sites   Library   Calendar   Starfish

South

Employees

Canvas   ctcLink   Inside Seattle Colleges   Office 365

SouthNet   Calendar   Library   Guided Pathways

Starfish   25Live   PeoplePages
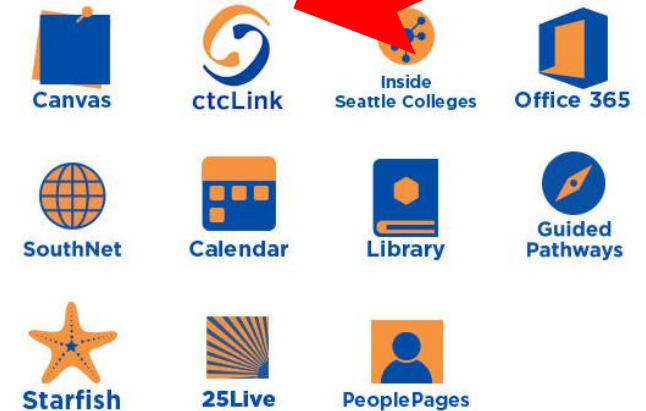
Step 2: Click on the ctcLink icon.
(note: these icons will appear on Feb. 22)

You can also access ctcLink using this address:
https://gateway.ctcLink.us

Step 3: Click on "**First Time User?**" at the bottom of the page.

Step 4: Enter the information as requested and click **Submit**.

ctcLink

WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

Please answer the questions below.

*Hint Question 1: [Primary school you attended? ▾]

*Answer: [   ]

*Hint Question 2: [What is your favorite color? ▾]

*Answer: [   ]

*Hint Question 3: [Your first pets name? ▾]

*Answer: [   ]

Password Instructions:

Password must be at least 8 characters and include at least one uppercase letter, one

The security questions are used to help reset your password if you ever forget your ctcLink password.

Step 5: Choose 3 security questions by clicking on the dropdown menus.

Step 6: Answer your security questions.

*Answer: YELLOW

*Hint Question 3: Your first pets name?

*Answer: WALLACE

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)
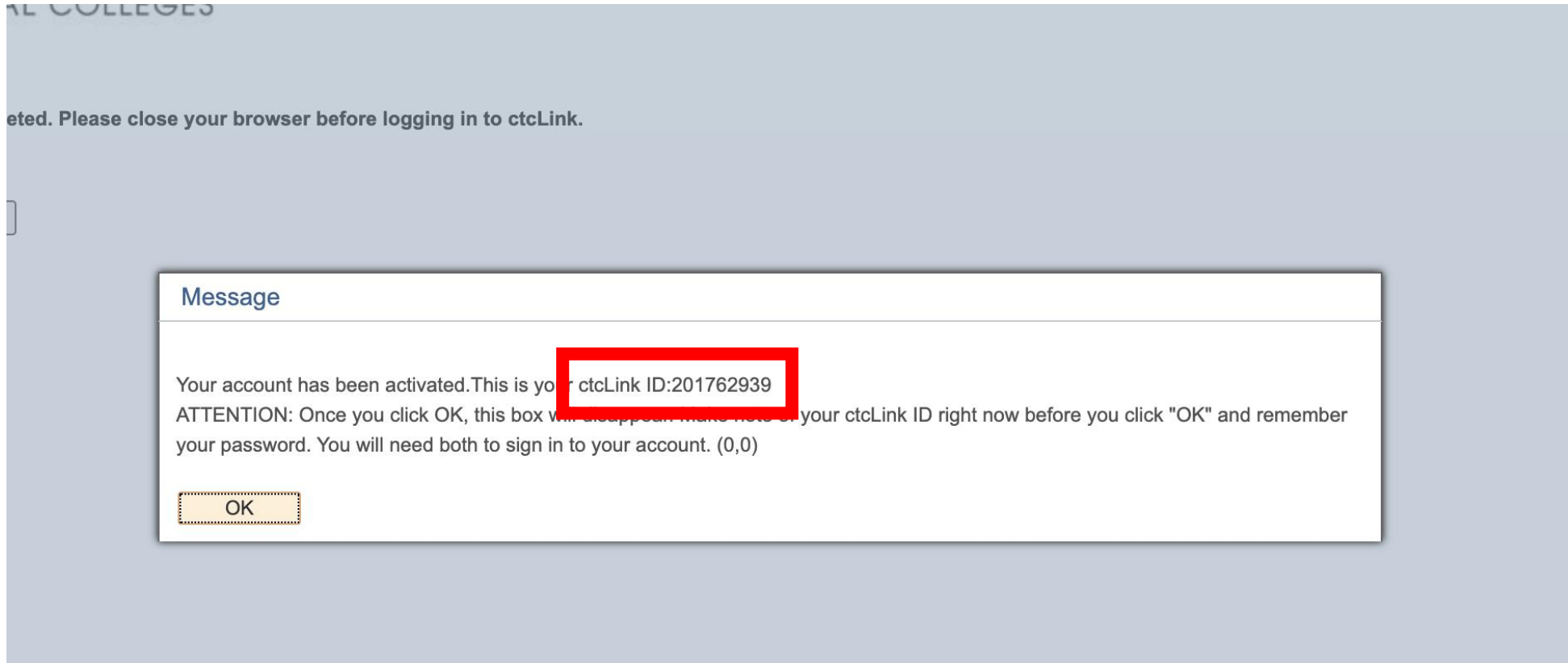
Password: *********

Confirm Password: *********

Submit   Cancel

Password must have:
- At least 8 characters
- 1 UPPERCASE letter
- 1 lowercase letter
- 1 number (0, 1, 2, 3, …)

Step 7: Create your password and confirm it. Then, click **Submit**.

Step 8:

Your account is now activated!
Make sure to record your ctcLink ID (it's your new employee #).
Then, click **OK**.