

# Accounts and Tech Tools

Welcome to Seattle Colleges! Please use this guide to better understand your student accounts and the technology tools used by Seattle Colleges students, how to set them up, and what you'll use each of the tech tools for.



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## What are my student accounts and how do I access them?

You will use a combination of your **ctcLink** account and your **MySeattleColleges** account while a student at Seattle Colleges. The table below provides a brief overview of what each account is for and the systems you access with each one.

### ctcLink

What is it? Your ctcLink account is your official student account for WA State Community and Technical Colleges. (ctclink ID = student ID)

**Use it to:** Access your enrollment record, grades, financial aid information, and all official student records in ctcLink.

- o Register for, add, and drop classes.
- View or update student information and contact information.
- o Pay tuition and fees.
- o Handle Financial Aid processes and accept Financial Aid awards.
- View final grades, unofficial transcripts, and track academic progress.
- Apply for Graduation.

Also used to access Canvas and create/reset your *MySeattleColleges* password and/or find your username.

Login info: ctcLink ID and password

- $\circ$   $\,$  9-digit number that starts with 101, 102, 201, or 202  $\,$
- o The password you create when you activate your account.
  - o Password does not expire.

#### Help Resources & Links:

- o <u>ctcLink Resources for Students</u>
  - o <u>Activate your Account</u> (pdf) and <u>Video</u>
  - o <u>Basic Navigation</u>
- o <u>https://myaccount.ctclink.us/</u>

### **MySeattleColleges**

What is it? Your *MySeattleColleges* account gives you access to technology tools and systems used at Seattle Colleges. (*MySeattleColleges* username = student username)

Use it to: Access tech tools used at Seattle Colleges

When you apply:

- o MyCentral/MyNorth/MySouth
- o Starfish

When you register for classes:

- o Office 365
- o College Email (Outlook)
- o Campus Wi-Fi
- o On-campus and remote computer labs
- o Library services
- o Handshake

Login info: MySeattleColleges username and password

- o Typically, your FirstName.LastName.
- o The password you create.
  - o Password expires every 120 days.
  - You need ctcLink ID and password to create/reset your password.

#### Help Resources & Links:

- IT Services: MySeattleColleges
  - o <u>Create/Reset your password</u>
  - o <u>Video Tutorial</u> (1:16 min)

### How do I set up my student accounts and get started?

Get Started Tasks: Check the box next to each task once it's completed. DONE 1. Use ctcLink ID to activate your ctcLink (personal student) account. (Video | PDF guide) 2. Review your personal information in ctcLink. • Review and update your preferred first name. (PDF guide) • Review and update your contact information: email, phone number, and address. (PDF guide) 3. Use ctcLink ID and password to create MySeattleColleges password (Video | PDF guide) o ctcLink ID is your student ID number o MySeattleCollege is your student username \*Both accounts will be used throughout your time at Seattle Colleges. 4. Use MySeattleColleges login to access and familiarize yourself with Starfish (Videos and Guides for Starfish live here) o Starfish is where you connect with Advising, Financial Aid, Tutoring, and many services. 5. Use ctcLink ID and password to access and familiarize yourself with Canvas. \*Canvas is where you locate and interact with your enrolled courses (ie. materials from your instructor). 6. Save the student account reference guide and tech tool glossary for easy account access.



### What do I use these tech tools for?

You will use ctcLink, Starfish, Canvas, and MyCentral, MySouth, or MyNorth while you're a student at Seattle Colleges. The table below provides a brief overview of what each system is for, along with relevant resources and login information.

Tech Tool	Use it to:	Important Links	Login Credentials
ctcLink	<ul> <li>Register for, add, and drop classes.</li> <li>View or update student information and contact information.</li> <li>Pay tuition and fees.</li> <li>Handle Financial Aid processes and accept Financial Aid awards.</li> <li>View final grades, unofficial transcripts, and track academic progress.</li> <li>Apply for Graduation.</li> <li>Find advisor and instructor contact information.</li> </ul>	Log in to ctcLink ctcLink Resources for Students	ctcLink ID and password *When using ctcLink for first time, you may select your old SID number for access.
Canvas	<ul> <li>Access class materials: syllabus, lectures, discussions, assignments, and other class work.</li> <li>Submit assignments.</li> <li>Participate in discussions and other class tasks.</li> <li>View grades on assignments and quizzes. Contact instructors.</li> </ul>	Log in to Canvas	ctcLink ID and ctcLink password
Starfish	<ul> <li>Schedule appointments with advising, tutoring, and financial aid.</li> <li>View current instructor contact and course information.</li> <li>Find digital to-do items and checklists assigned by advisors.</li> <li>View notes from advising appointments (if they were sent to you) and other messages sent through Starfish.</li> </ul>	<u>Log in to Starfish</u> <u>Starfish Help for</u> <u>Students</u>	MySeattleColleges username and password *SeattleColleges passwords expire every 120 days.
MyNorth MyCentral MySouth	<ul> <li>Submit course evaluations.</li> <li>Create new or access existing Educational Plans.</li> <li>Make parking payments.</li> </ul>	<u>MyNorth</u> <u>MyCentral</u> <u>MySouth</u>	MySeattleColleges username and password *SeattleColleges passwords expire every 120 days.