

## Activate your ctcLink account

Below are instructions on how to activate your account as a First Time User.

- In your browser, go to "<https://gateway.ctclink.us>" or go to the Employees web page for [North](#), [Central](#), or [South](#), and click on the **ctcLink** icon.

- Save this link in your browser to access ctcLink in the future.
- You will be directed to a page with the image shown at right.



- Click on Activate Your Account and then OK in the redirect pop-up.

- This will take you to another page.

- In the next screen, enter the following:

- Your first name.
- Your last name.
- Your date of birth.

*Don't worry, it's safe. The college already knows this information. They are just verifying that it is really you.*

- Select ctcLink ID (new) if you are a new employee or SID (old) if you are a returning employee.

- Enter either your ctcLink ID or SID and hit Submit.

- Enter you preferred email address.

- Select your security question from the dropdown menu and enter an answer you will remember.

- Enter additional account recovery options: a phone number for text (SMS) and phone number for voice messages.

- Enter your new desired password, confirm it, and click on Submit.

***Be sure to write down your password.***

- A pop up message will appear like the one at the right with your specific new EMPLID.

- Be sure to write down your new ID before you hit OK.***

**Keep your ID and password in a safe location.**