Activate your ctcLink account

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

1. 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.

2. Click on Activate Your Account and then OK in the redirect pop-up.
   - This will take you to another page.

3. 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.

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

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

6. Enter you preferred email address.

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

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

9. Enter your new desired password, confirm it, and click on Submit.
   (Be sure to write down your password.

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

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

Keep your ID and password in a safe location.