

SEATTLE COLLEGES Central · North · South

CTCLINK INFORMATION FOR FACULTY AT SEATTLE COLLEGES W

www.seattlecolleges.edu/ctclink

Activate your ctcLink account

Below are instructions on how to activate your account a		as a First Tim	e User.	
1.	In your browser, go to " <u>https://gateway.ctclink.us"</u> or go to the Employees web page for <u>North</u> , <u>Central</u> , or <u>South</u> , and click on the ctcLink icon.			Washington State Community and Technical Colleges
	 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. 			ctcLink ID
2.	Click on Activate Your Account and then OK in the redirect pop-up.			
	 This will take you to another page. 		How to Enable Screen Reader Mode	
3.	In the next screen, enter the following:			Activate Your Account
	 Your first name. Your last name. Your date of birth. Don't worry, it's safe. The college already knows the information. They are just verifying that it is really 	iis you.	Activa *First Name *Last Name *Date Of Birth (MM/D *ID Type [*ctcLink IE	
4.	Select ctcLink ID (new) if you are a new employee submit			Submit
5.	nter either your ctcLink ID or SID and hit Submit.			
6.	Enter you preferred email address.	*Email		
7.	Select your security question from the dropdown menu and enter an answer you will remember.	*Security Question *Answer Account Recovery		·,
8.	Enter additional account recovery options: a phone number for text (SMS) and phone number for voice messages.	Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email. Format: [phone number plus area code] e.g.: 5554567890 Phone Number Phone Number (SMS)		
9.	Enter your new desired password, confirm it, and click on Submit. Be sure to write down your password.	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 $\#$, 1, %, 1). Do NOT use all or part of your first or last name as part of your password. (Example: Sunshine2)		
10.	A pop up message will appear like the one at the right with your specific new EMPLID.	Password Confirm Password	Submit	Cancel
11. Be sure to write down your new ID before you hit OK.		Message		
	Keep your ID and password in a safe location.	Your account has been activated. This is your ctcLink ID: 123456789 Remember your ID and password. You will need it every time you sign in to your ctcLink account. (0,0)		