


Activate your ctcLink account

Welcome to ctcLink!

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 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 First Time User

- 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. Change ctcLink ID to "SID (old)".

5. Enter your old (current) Employee Number (SID) and hit Return.

- This is the number you have previously used to log in to Instructor Briefcase and Inside Seattle Colleges.

6. Answer the three Security Hint Questions.

- Choose a different hint for each question and supply an appropriate answer that you will remember.

7. Enter your new desired password and click on Submit. *Be sure to write down your password.*

8. You should receive a message like the one at the right with your specific new EMPLID.

9. Be sure to write down your new ID and keep in a safe location.

This new ID replaces your current SID in all processes currently requiring your (now old) SID.