

## 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://ptprd.ctclink.us/psp/ptprd/>”
  - 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.
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.

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.*

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ctcLink ID  
[input field]

Password  
[input field]

Sign In

Enable Screen Reader Mode

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

Forgot your password? First Time User?

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Account Activation

\*First Name [input field]

\*Last Name [input field]

\*Date of Birth [MM/DD/YYYY] [input field]

\*SID (old) [dropdown menu]

[dropdown menu]

Please answer the questions below

\*Hint Question 1: [dropdown menu]

\*Answer: [input field]

\*Hint Question 2: [dropdown menu]

\*Answer: [input field]

\*Hint Question 3: [dropdown menu]

\*Answer: [input field]

Password: [input field]

Confirm Password: [input field]

Submit

Message

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)

OK