



Activating Your ctcLink Account



SEATTLE COLLEGES
Central • North • South



SEATTLE CENTRAL
COLLEGE

Current Students

International

Employees

Community

Donors



About ▾ Programs ▾ Enrollment & Funding ▾ Campus Life ▾



NORTH SEATTLE
COLLEGE

Students

International

Employees

Community

Donors



About ▾ Programs ▾ Enrollment & Funding ▾ Student Services ▾ Campus Life ▾



SOUTH SEATTLE
COLLEGE

Students

International

Employees

Community

Donors



About ▾ Programs ▾ Enrollment & Funding ▾ Student Services ▾ Campus Life ▾

Step 1: Click on **Employees**.

Open a browser and go to your campus website.

www.seattlecentral.edu | www.southseattle.edu | www.northseattle.edu

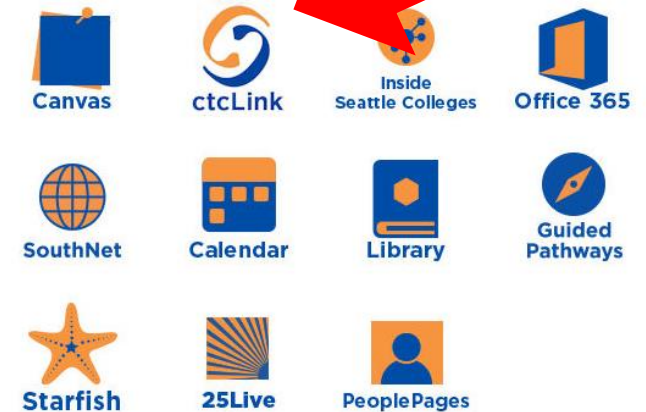
North Employees



Central Employees

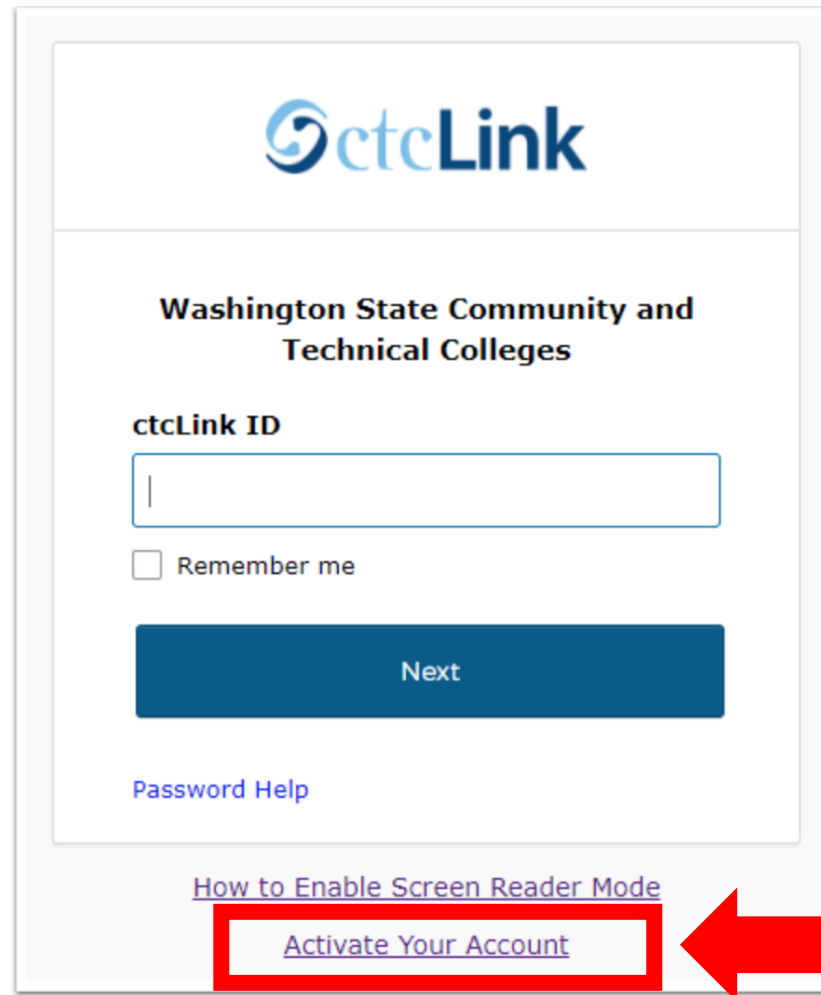


South Employees



Step 2: Click on the ctcLink icon.
(note: these icons will appear on Feb. 22)

You can also access ctcLink
using this address:
<https://gateway.ctcLink.us>



ctcLink

**Washington State Community and
Technical Colleges**

ctcLink ID

☐ Remember me

Next

[Password Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Step 3: Click “Activate Your Account” at the bottom of the page. Then click **OK** when the redirection pop up message displays.



WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

First Time Account Activation

First Name

Last Name

Date Of Birth (MM/DD/YYYY)

*ID Typ

✓ *ctcLink ID (new)

*SID (old)

ID

Submit



Returning employee? Use your 9-digit SID.
New employee? Use your 9-digit ctcLink ID (EMPLID).

Step 4: Enter the information as requested and click **Submit**.



WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

*Email

*Security Question

*Answer

Account Recovery

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
(SMS)

Phone Number (Voice)

Password Instructions:



Make sure you remember the email and security question answer. Write them down or take a screenshot.

The security question answer is NOT case sensitive.

Step 5: Enter your preferred **Email**. Then select a **Security Question** from the dropdown menu and provide the **Answer** to the question.

*Email

*Security Question

*Answer

Account Recovery

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
(SMS)

Phone Number (Voice)

Step 6:

Add additional Account Recovery options located in the **Account Recovery** box. Enter a **Phone Number** for text (SMS) and/or enter a **Phone Number** for a voice option.

Account Recovery

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
(SMS)

Phone Number (Voice)

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 #, !, %, *). Do NOT use all or part of your first or last name as part of your password. (Example: Sunshine2)

Password:

Confirm Password:

Submit

Cancel

Password must have:

- At least 8 characters
- 1 UPPERCASE letter
- 1 lowercase letter
- 1 number (0, 1, 2, 3, ...)

Step 7: Create your password and confirm it. Then, click **Submit**.

AL COLLEGES

eted. Please close your browser before logging in to ctcLink.

Message

Your account has been activated. This is your ctcLink ID: 201762939

ATTENTION: Once you click OK, this box will disappear. Make note of your ctcLink ID right now before you click "OK" and remember your password. You will need both to sign in to your account. (0,0)

OK

Step 8: Your account is now activated!
Make sure to record your ctcLink ID (it's your new employee #).
Then, click **OK**.