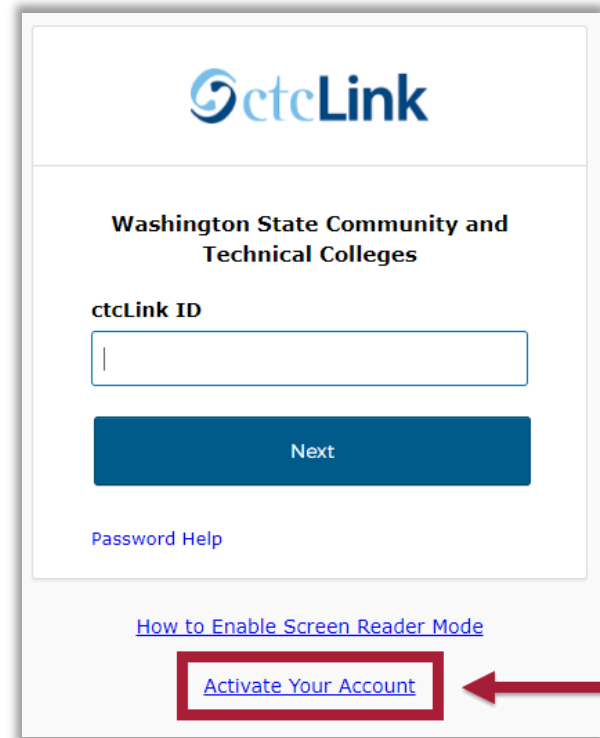


Students: How to Activate your CtcLink Account

This guide will show you how to activate your ctcLink account and how to log in to ctcLink for the first time.

Go to the ctcLink Gateway Login Page:

- Go to the [ctcLink Gateway Login](https://gateway.ctclink.us) at: <https://gateway.ctclink.us>
- *Note: If you use a screen reader or use assistive technology, click the **How to Enable Screen Reader Mode** for instructions.*
- Click the [Activate Your Account](#) link.



Account Activation Page:

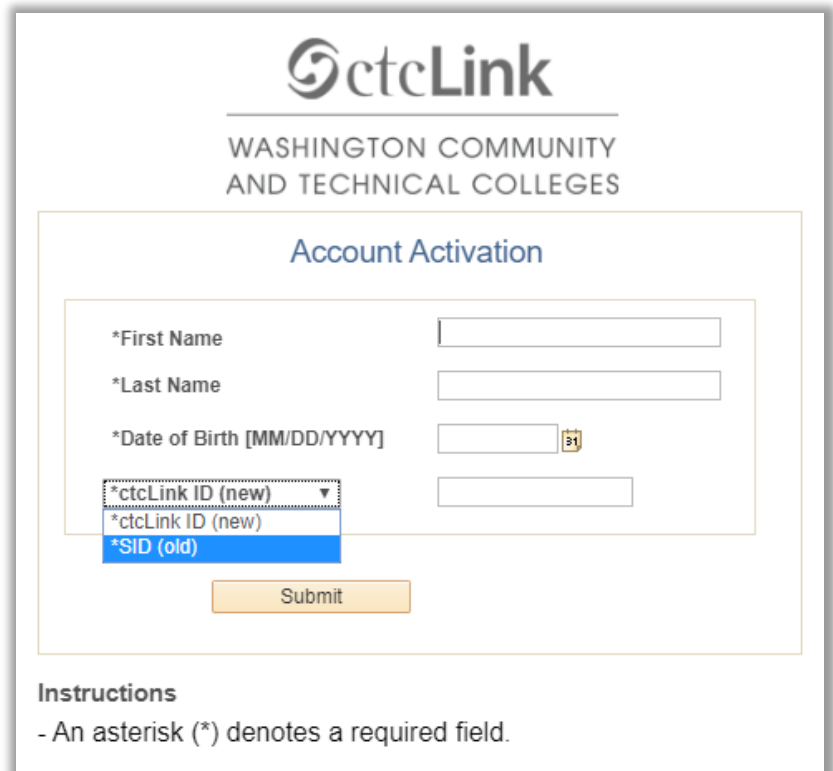
- Enter your First Name, Last Name, and Date of Birth.

If you were admitted to Pierce College on or before April 30th, 2020:

- Select ***SID (old)** and enter your old SID (ex: 925555555).

OR If you were admitted to Pierce College on or after May 1st, 2020:

- Select ***ctcLink ID (new)** and enter your ctcLink ID. This ctcLink ID should have been sent to you in your admittance letter to Pierce; check your email for this number!

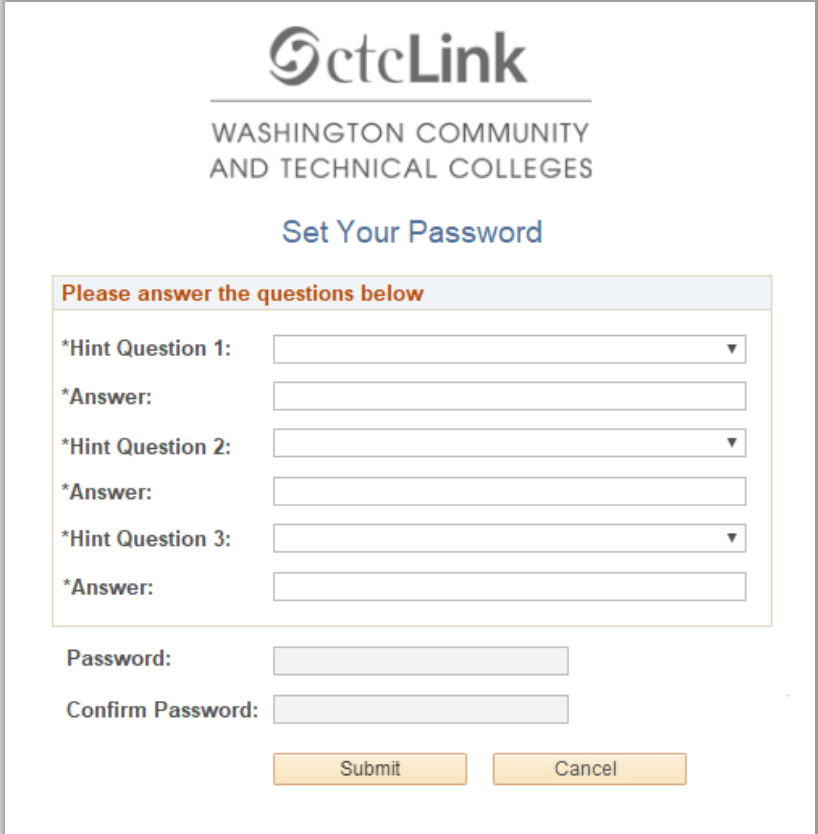


Security and Password Set Up:

- Set up your security questions.
- Set up a password for your ctLink account.

IMPORTANT: After clicking Submit on this page, a pop up window appear and it will show your ctLink ID.

PLEASE WRITE DOWN YOUR CTCLINK ID NUMBER! Do not click the “OK” button until you have written down, copied, or taken a picture of your ctLink ID number. You will need this ctLink ID number to log in!



ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

Please answer the questions below

*Hint Question 1:

*Answer:

*Hint Question 2:

*Answer:

*Hint Question 3:

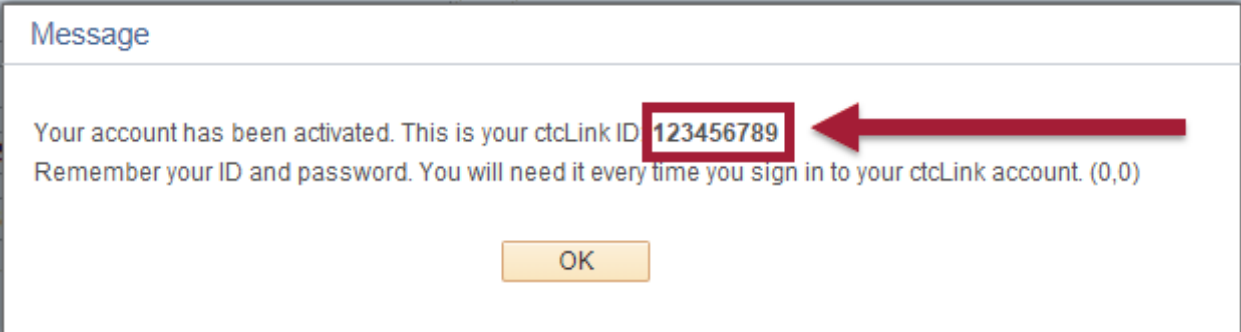
*Answer:

Password:

Confirm Password:

Submit Cancel

- Click the Submit button. A pop up window will appear and it will show your ctLink ID number. **Remember to write down your ctLink ID number!**



Message

Your account has been activated. This is your ctLink ID **123456789**. Remember your ID and password. You will need it every time you sign in to your ctLink account. (0,0)

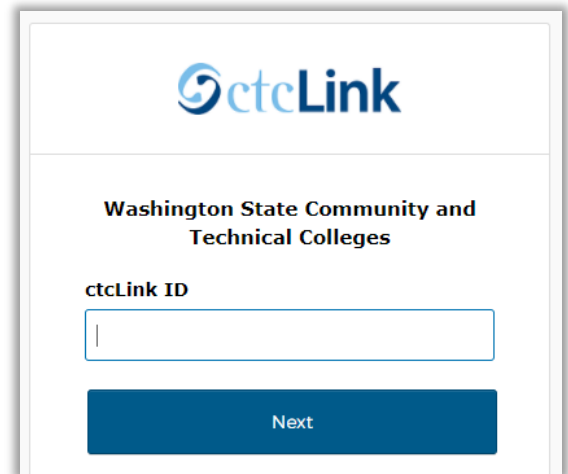
OK

- Finally, after copying your ctLink ID number, click **OK**.

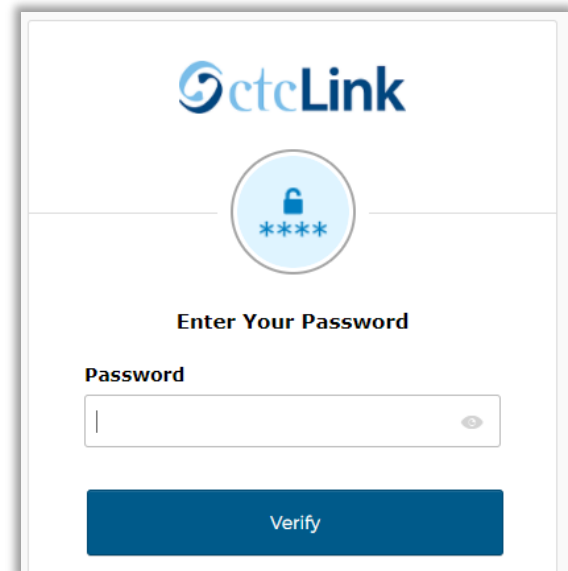
That's it! You've activated your ctLink account. Now let's log in to ctLink for the first time.

First Time Login to CtcLink

- After activating your account, **close your web browser completely (including all open tabs).**
- Open a new web browser. **Google Chrome** is the preferred web browser to use for ctclink.
- Go to the [ctclink Gateway Login](https://gateway.ctclink.us) at: <https://gateway.ctclink.us>
- Enter your ctclink ID, and then click **Next.**
- Enter your Password, and then click **Verify.**



The screenshot shows the ctclink login interface. At the top is the ctclink logo. Below it, the text reads "Washington State Community and Technical Colleges". Underneath, there is a label "ctclink ID" followed by a text input field. Below the input field is a blue button labeled "Next".



The screenshot shows the ctclink login interface for password entry. At the top is the ctclink logo. Below it is a circular icon containing a lock and four asterisks. Underneath, the text reads "Enter Your Password". Below that is a label "Password" followed by a password input field with a toggle eye icon. At the bottom is a blue button labeled "Verify".

- You will be taken to the **ctclink Gateway** page. That's it! You are now in ctclink!



The screenshot shows the ctclink Gateway page. At the top left is the ctclink logo. To its right is the text "My Institution View". At the top right is the text "Welcome Your Name Here!". Below the top navigation is a large banner. On the left side of the banner is the Pierce College logo with the tagline "possibilities. realized.". On the right side of the banner is the text "ctclink GATEWAY" in a large, blue, stylized font.