# **OctcLink**

## 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 <u>ctcLink Gateway Login</u> at: <u>https://gateway.ctclink.us</u>

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.

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Keep me signed in	
Sign in	
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How to Enable Screen Reader	<u>Mode</u>
Activate Your Account	1-

#### Account Activation Page:

- Enter your First Name, Last Name, and Date of Birth.
- Under ID Type, select \*ctcLink ID (new) and enter your ctcLink ID number.

Note: This ctcLink ID should have been sent to you in your admittance letter to Pierce; check your email for this number!

## Note: If you were admitted to Pierce College on or *before* April 30<sup>th</sup>, 2020:

You have the option to select \*SID (old) and enter your old SID (ex: 925555555) instead.



### Security and Password Set Up:

- Set up your **security questions**.
- Set up a password for your ctcLink account.

Note: Your password cannot contain any part of your first or last name.



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#### Set Your Password

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Submit	Cancel	1
	Submit	Submit Cancel

- Click the Submit button. A pop up window will appear and it will show your ctcLink ID number.
  Remember to write down your ctcLink ID number!
- Finally, after copying your ctcLink ID number, click **OK**.

Message	٦
Your account has been activated. This is your ctcLink ID <b>123456789</b> Remember your ID and password. You will need it every time you sign in to your ctcLink account. (0,0) OK	

That's it! You've activated your ctcLink account. Now let's log in to ctcLink 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 <u>ctcLink Gateway Login</u> at: <u>https://gateway.ctclink.us</u>
- Enter your ctcLink ID and your Password.
   Then click Sign In.

Washington State Community and Technical Colleges		
ctcLink ID		
Password		
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] Keep me signed in		
Sign in		
eset Password		
lock Account		

> You will be taken to the ctcLink Gateway page. That's it! You are now in ctcLink!



