How to View Messages in Message Center

Pierce College will send important notices and announcements to you via Message Center in ctcLink. This guide will show you how to check Message Center to view new messages.

How do I know if I've received a message in Message Center?

You will receive an email notification to your preferred email in ctcLink when you've received a new message in Message Center. The email will not contain the contents of the message but will say the following:

> You have a new message from Pierce College. Please login to your **Student Homepage** in ctcLink. Click on the **Message Center** tile to view your message.
>
> Thank you.

How do I check Message Center?

Go to the ctcLink sign in page: https://gateway.ctcLink.us. Enter your **ctcLink ID** (EMPLID) and **password**.

Then click the **Sign In** button. You may be asked to verify your log in with a Multifactor Authentication (MFA) option, such as an email, text, phone call, or authenticator app action.
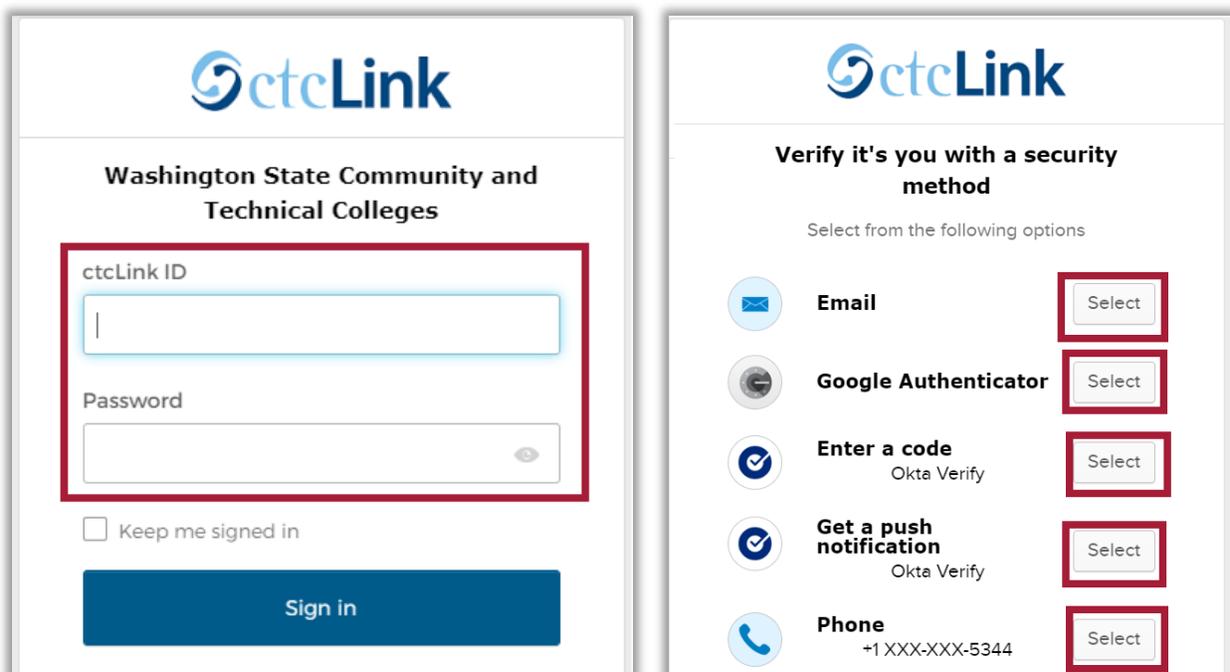
After successfully logging in, you will be brought to the **ctcLink Gateway**.

Click on the **Student Homepage** button.
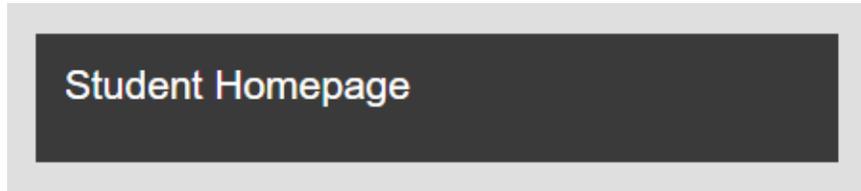
You'll be brought to your Student Homepage. Click on the **Message Center** tile.
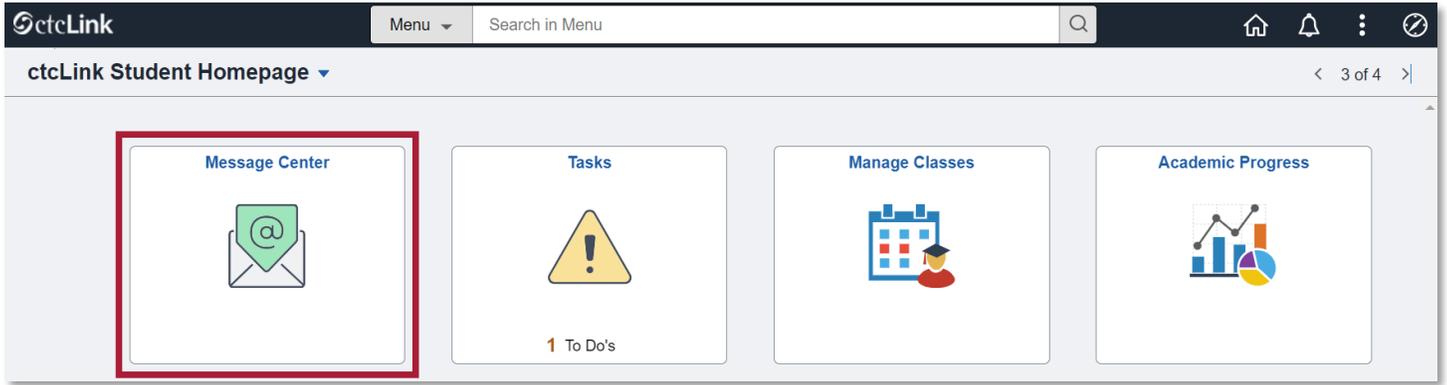
Now you're in Message Center! Click on a **Thread** to open the message. **Unread** messages will be labelled as such. Note that some messages have **expiration dates** and will disappear from your Message Center after the expiration date.
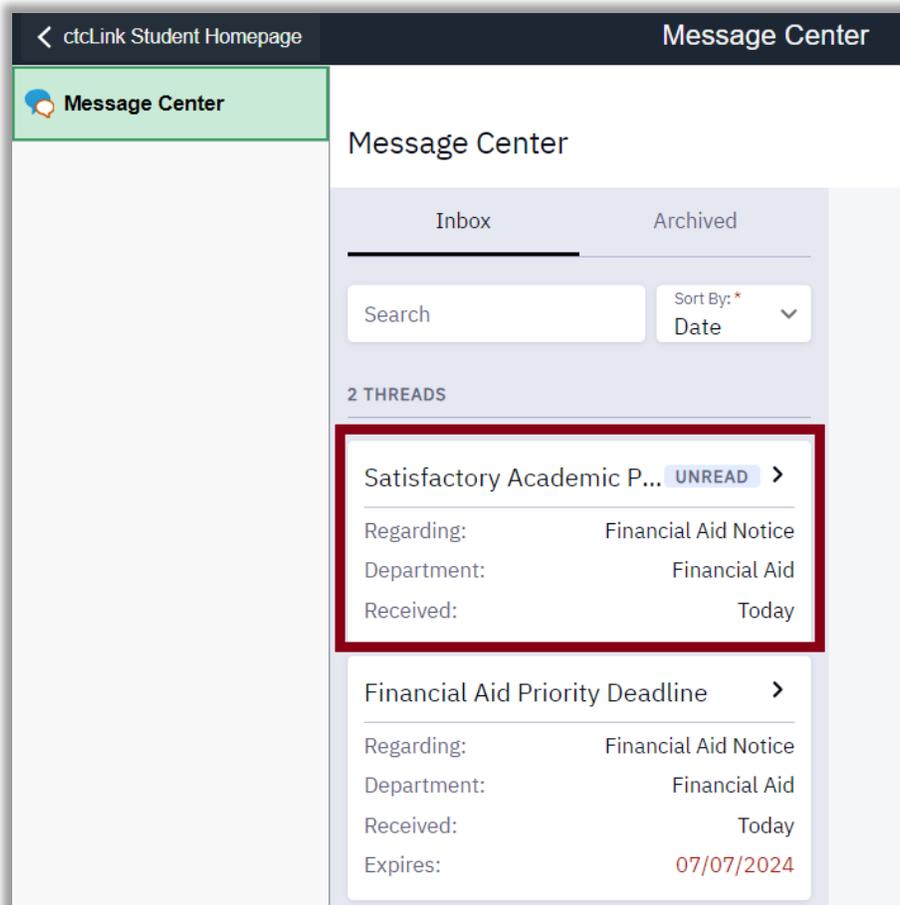
Now you should be able to read the message.

Satisfactory Academic Progress

Regarding:	Department:	Status:	Institution:
Financial Aid Notice	Financial Aid	Closed	Pierce College

- Computer Labs: Access multiple state-of-the-art computing resources to access technology to support your academic success and receive support from knowledgeable staff to help you build important computer skills.
- Counseling: Life happens inside and outside the classroom. Counseling can help you sort through your difficulties and discuss strategies to address them.
- Access & Disability Services: ADS supports an integrated learning experience for students with disabilities by promoting an environment that is free from physical and attitudinal barriers.
- JBLM Resources: Students taking classes through JBLM can access specific resources and services to assist them with funding, academics, advising, and much more.

Please contact our Financial Aid Office if you have questions.

Financial Aid Office

That's it! Now you know how to check your Message Center in ctcLink to view important notifications and announcements.