

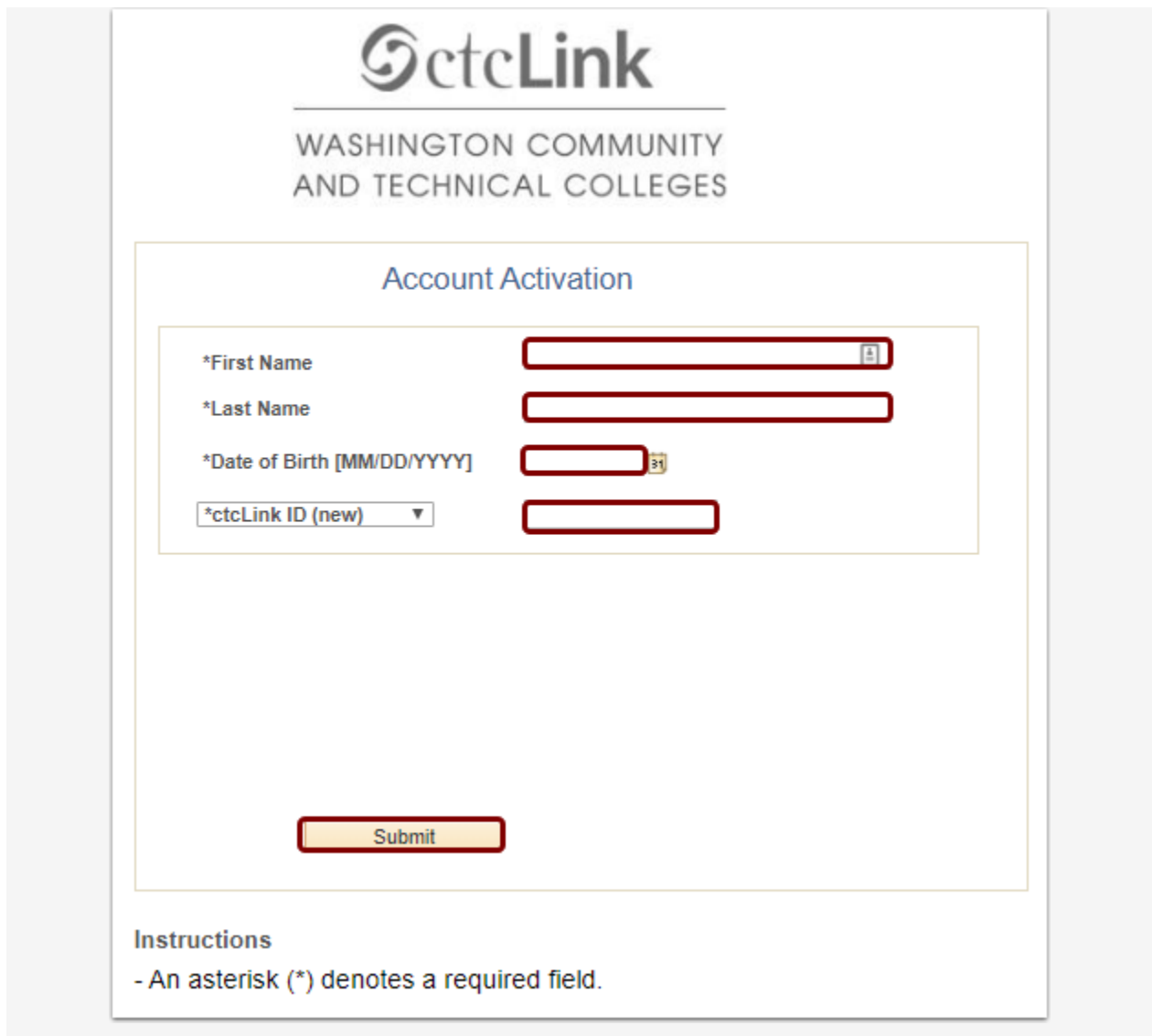
# Activate Your ctcLink Account

## Activate Your Account

1. Navigate to the **ctcLink Sign In** page (<https://gateway.ctclink.us>) or the **Activate Your Account** page from your college's website. (If you select Activate Your Account, start with Step 3 below.)
2. Select the **First Time User?** link.

The screenshot shows the ctcLink sign-in interface. At the top is the ctcLink logo and the text "WASHINGTON COMMUNITY AND TECHNICAL COLLEGES". Below this is a sign-in form with two input fields: "ctcLink ID" and "Password". There is an unchecked checkbox labeled "Enable Screen Reader Mode" and a blue "Sign In" button. At the bottom, there is a warning message: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." Below the warning are two links: "Forgot your password?" and "First Time User?". The "First Time User?" link is highlighted with a red rectangular border.

3. The **Account Activation** page displays.
4. Enter your **First Name (legal)** and **Last Name (legal)**. If you need to look up your official system name, use see these links: [Staff](#), [Faculty](#), and [Student](#).
5. Enter your **Date of Birth** (MM/DD/YYYY) as shown or use the calendar icon.
6. From the drop-down menu select.
  - o **ctcLink ID** (new) Look up your ctcLink ID ([Students](#), [Staff](#), [Faculty](#))
7. Enter your **ctcLink ID**.
8. Select the **Submit** button.



**ctcLink**

WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

**Account Activation**

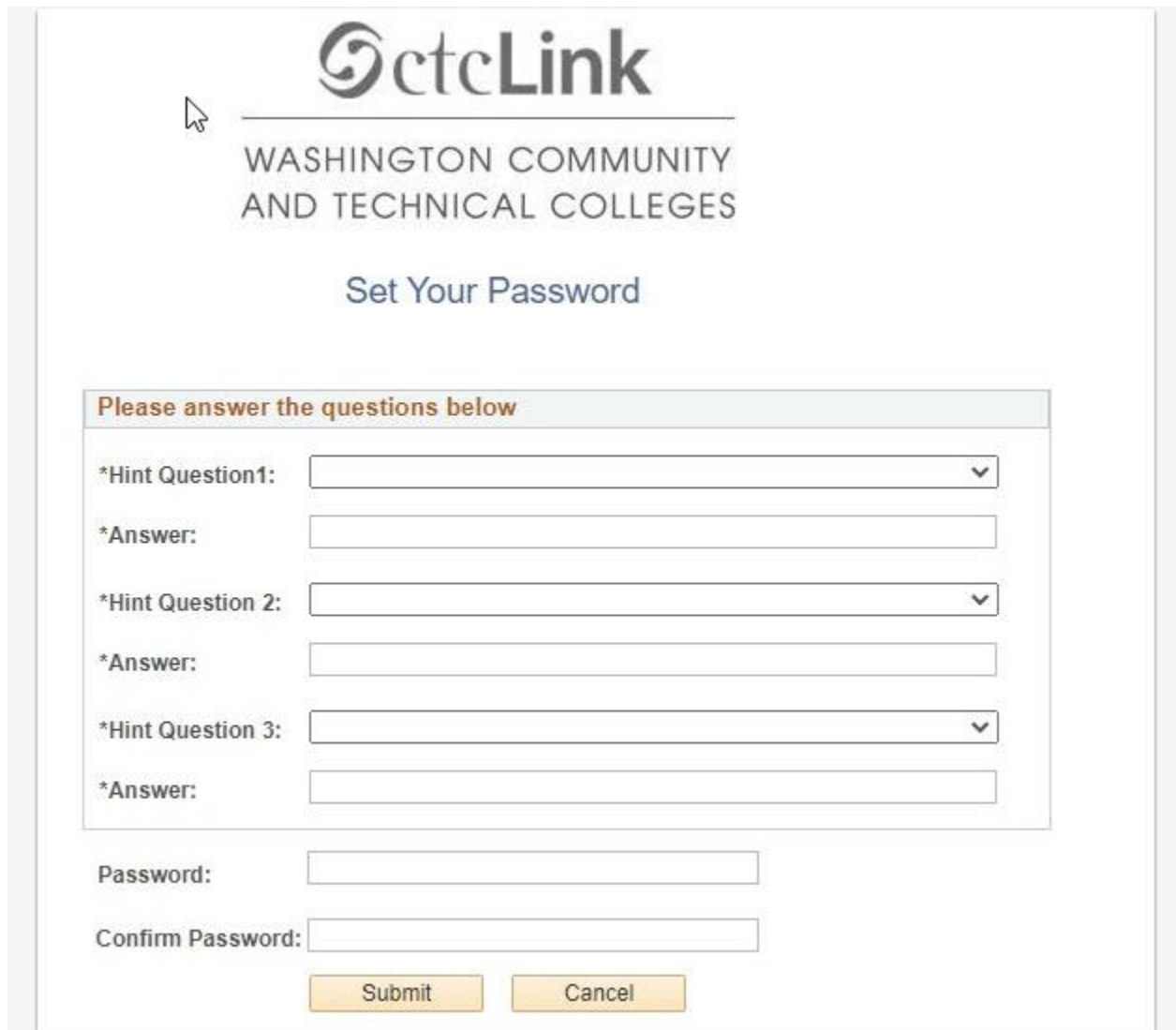
*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Date of Birth [MM/DD/YYYY]	<input type="text"/>
*ctcLink ID (new)	<input type="text"/>

**Instructions**  
- An asterisk (\*) denotes a required field.

## Set Your Password

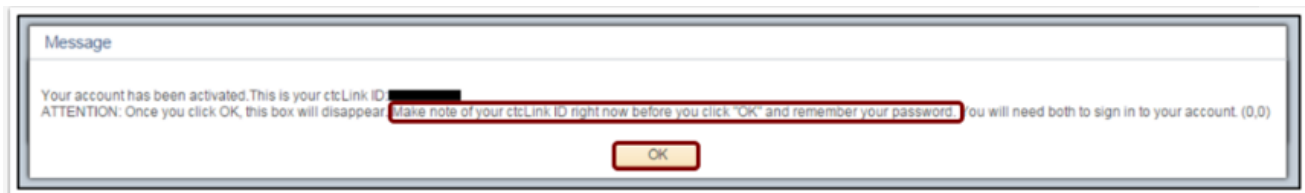
9. The **Set Your Password** page displays.

10. Select your preferred **Hint Questions**.
11. Provide **Answers** to your security questions.
12. Create your **Password**. (At least 8 characters, including upper and lower case and a number or special character.)
13. **Confirm** your **Password**.
14. Select the **Submit** button.



The screenshot shows the 'Set Your Password' page for ctcLink. At the top, the ctcLink logo is displayed above the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. Below this, the heading 'Set Your Password' is centered. A light blue box contains the instruction 'Please answer the questions below'. This box includes three sets of questions, each with a dropdown menu for the question and a text input field for the answer. Below the questions are two text input fields for 'Password:' and 'Confirm Password:'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

15. A pop-up message displays.

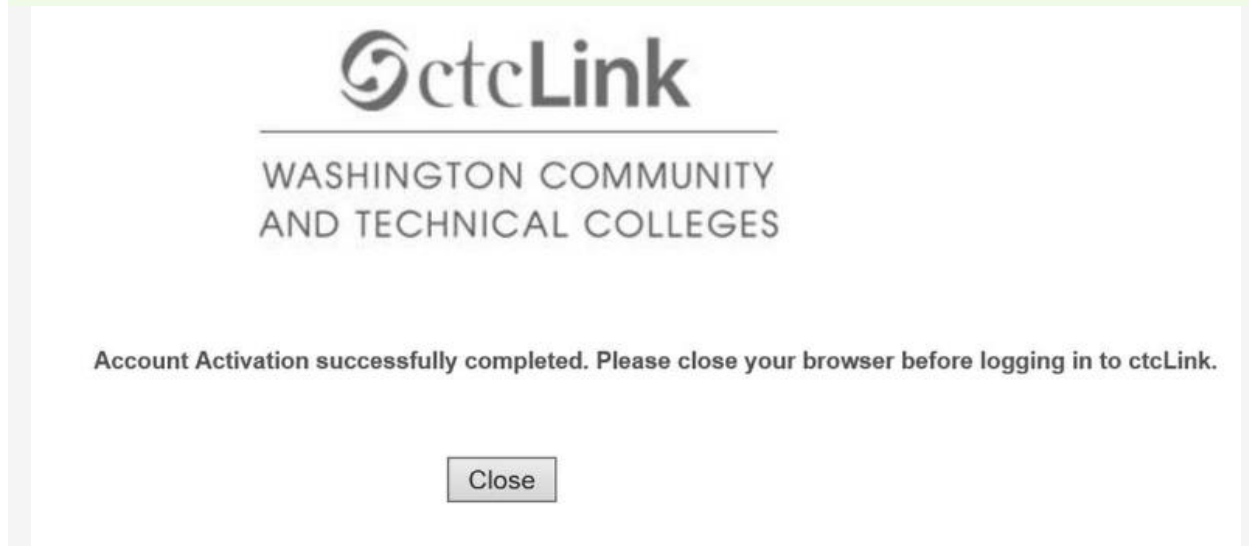


The screenshot shows a pop-up message box with a title bar that says 'Message'. The message text reads: 'Your account has been activated. This is your ctcLink ID [redacted] ATTENTION: Once you click OK, this box will disappear. Make note of your ctcLink ID right now before you click "OK" and remember your password. You will need both to sign in to your account. (0,0)'. At the bottom center of the message box is an 'OK' button.

## Make note of your ctclink ID.

16. Select the **OK** button.
17. The Account Activation confirmation message displays.
18. Select the **Close** button.

**\*NOTE** - Please close your browser before attempting to log in to ctclink.



**PLEASE NOTE:** When prompted to close your browser(s), make sure to **close ALL browsers completely** for update to take place.

19. Make note of your new **ID** and **Password**.
20. You have successfully activated your ctclink account.
21. Login into ctclink:
  - a. for Staff and Faculty: <https://gateway.ctclink.us>
  - b. for students: <https://wa150.ctclink.us/app/profile/login>
22. Look up your ctclink ID [here](#) for students, and [here](#) for employees.