

Activating Your ctcLink Account

Use this document as a reference for activating your account in ctcLink, **you must activate your account on a laptop or desktop computer**. Best browser compatibility is Chrome. Ensure that pop-up blockers are disabled in your browser. If you experience any issues with sign on credentials, usernames, passwords or student ID numbers, please contact:

Staff & Faculty - Help Desk ctclinkhelp@whatcom.edu 360.383.3393

Students – Student Help Desk studenthelpdesk@whatcom.edu or 360.383.3410

Activate Your Account

1. Navigate to the **ctcLink sign in** page <https://gateway.ctclink.us>
2. Select the **Activate your Account** link

ctcLink

Washington State Community and
Technical Colleges

ctcLink ID

Click activate your account below

Remember me

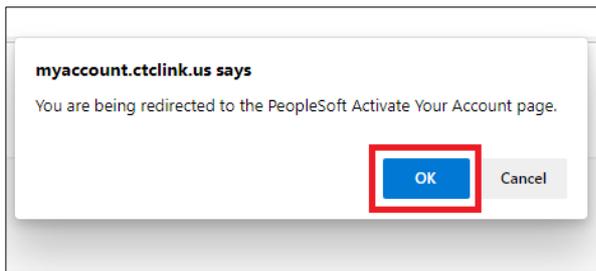
Next

[Password Help](#)

[How to Enable Screen Reader Mode](#)

Activate Your Account

3. Select the **OK** button when the redirection pop up message displays



4. The **Activate Your Account** Page displays

5. Enter your **First Name** and **Last Name**. Please make sure you have entered your name correctly.

(If your legal name is a single name—such as Pran, Madonna or Nani—you must enter a hyphen (-) in the First Name field and enter your single name in the Last Name field.)

6. Enter your **Date of Birth** (MM/DD/YYYY) as shown or use the calendar icon.

7. From the drop-down menu select:

- **SID (old)** if you are a current or returning student or employee
- **ctcLink ID (new)** if you are a new student or employee

8. Enter either your **SID** or **ctcLink ID**

9. Select the **Submit** button.

Set Your Password

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

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

*Email **Step 11**

*Security Question **Step 12**

*Answer **Step 13**

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) **Step 14** Phone Number (Voice) **Step 14**

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 **Step 15**

Confirm Password **Step 16**

Submit **Step 17** Cancel

11. Enter your preferred **Email** Address

12. Select the **Security Question** from the dropdown menu. *(must be at least 5 letters, no spaces, and no special characters)*

13. Provide the **Answer** to your security questions.

14. Additional Account Recovery options

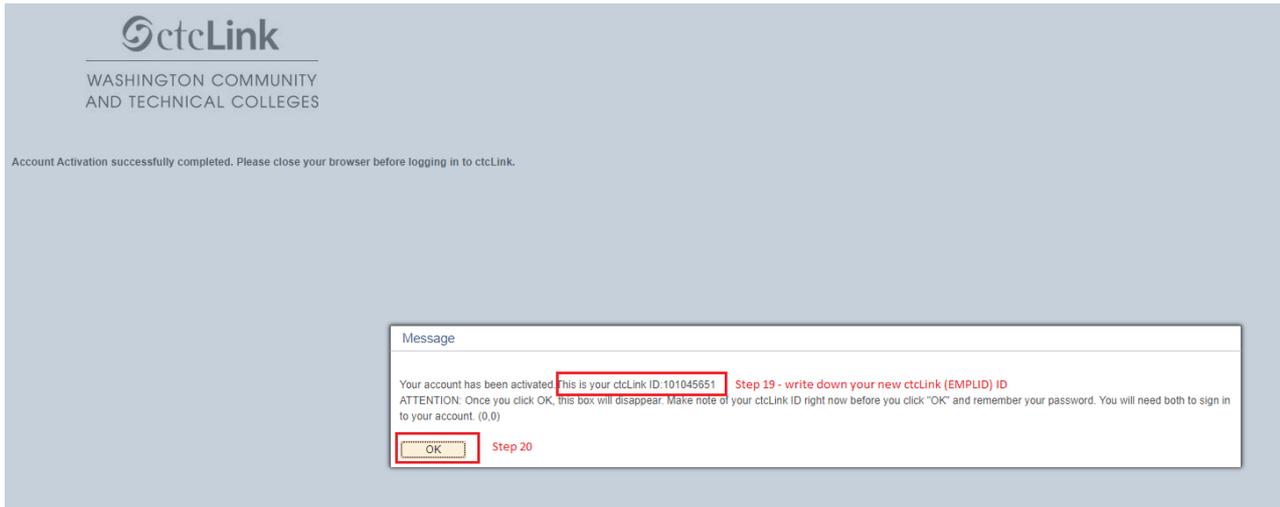
- Enter **Phone Number** for text (SMS) option.
- Enter **Phone Number** for voice option.

15. Create your **Password**. *(At least 8 characters, including at least one uppercase letter, one lowercase letter and one number. Special characters may be used but are not required.)*

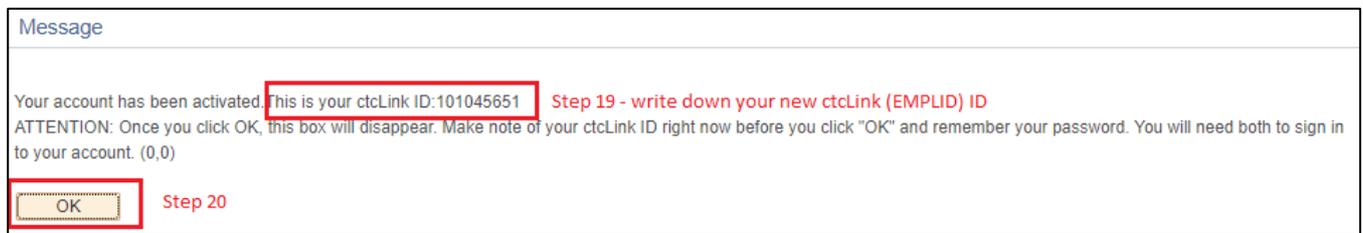
16. **Confirm** your **Password**.

17. Select the **Submit** button.

18. The account activation success page will appear with a pop-up message



19. Make note of your **ctclink ID (EMPLID)** and **Password**



20. Select the **OK** button

21. Congratulations! You have successfully activated your ctclink account.

NOTE: After successfully activating account, please close your browser before attempting to log in to ctclink.

22. Close browser tab