

Activate Your ctcLink Account

1. Navigate to the **ctcLink Sign In** page (<https://myaccount.ctclink.us/> or <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 **Activate Your Account** link toward the bottom of the page.

ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Password

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

[How to Enable Screen Reader Mode](#)

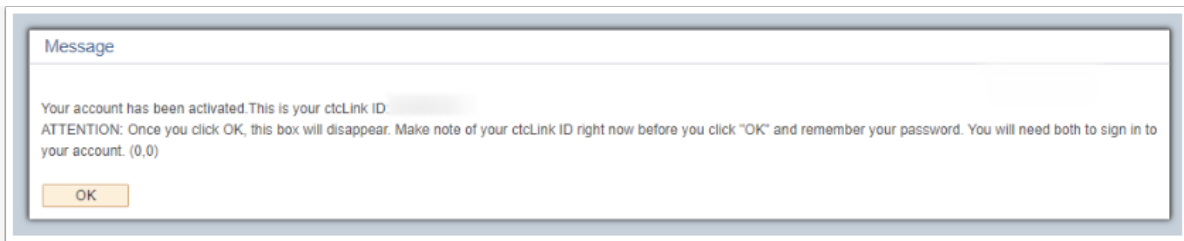
[Activate Your Account](#)

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:
 - **ctcLink ID** (new) if you are a new student or employee.
 - **SID** (old) if you are a current or returning student or employee.
8. Enter either your **ctcLink ID** or **SID**.
9. Select the **Submit** button.

Set Your Password

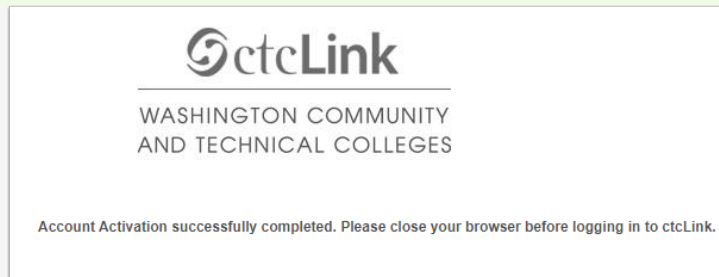
10. The **Set Your Password** page displays. This page is used to set up your password and your account recovery options. Enter your preferred **Email** address.
11. Select the **Security Question** from the drop-down menu. (At least 6 letters long.)
12. Provide the **Answer** to your security question.
13. Additional Account Recovery options located in the **Account Recovery** box.
 - a. Enter **Phone Number** for text (SMS) option.
 - b. Enter **Phone Number** for voice option.
14. 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. Do NOT use all or part of your first or last name as part of your password.)
15. **Confirm** your **Password**.
16. Select the **Submit** button.

17. A pop-up message displays.
18. Make note of your **ctcLink ID**.
19. Select the **OK** button.



20. The Account Activation confirmation message displays.
21. Close the browser tab.

***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.

22. Make note of your new **ID** and **Password**.
23. You have successfully activated your ctcLink account.