



How to Activate Your Account

Purpose:

Use this document as a reference for activating new accounts in ctcLink. During this process you will get your ctcLink ID number.

Audience:

All ctcLink Users

Navigation: ctcLink Gateway > Activate Your Account

Tips before beginning:

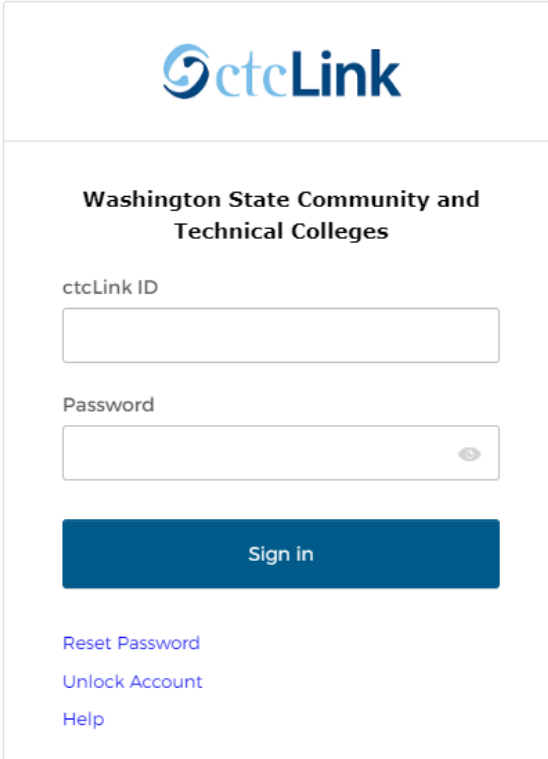
- Make sure to safely store the password you create and write down the ctcLink ID number once your account is activated.
- Disable pop-up blockers in your browser.
- Contact the **Bates IT Help Desk** if you have problems with sign-in credentials, usernames, passwords or student ID numbers.

1. First, go to ctcLink at <https://gateway.ctclink.us>

Note: Save this link in your browser to access ctcLink in the future.

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2. Click **Activate your Account**.



[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

3. On the Account Activation page, enter your **full legal First Name** and **Last Name**. Make sure you have entered your name correctly. **Don't worry, it's safe. The college already knows this information. They are just verifying that it is really you.**



How to Activate Your Account

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Activate Your Account

*First Name

*Last Name

*Date Of Birth (MM/DD/YYYY)

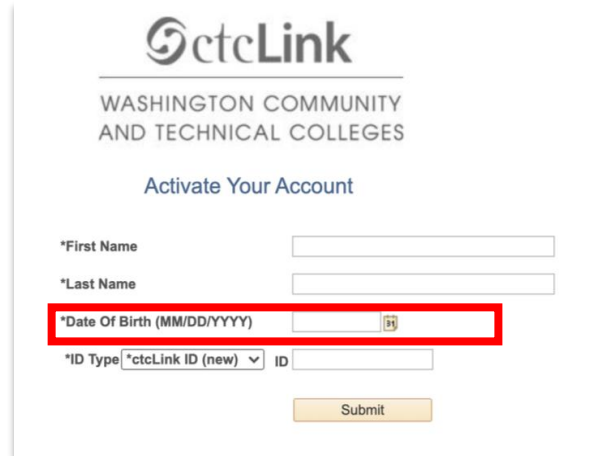
*ID Type ID

Submit

Note: 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.

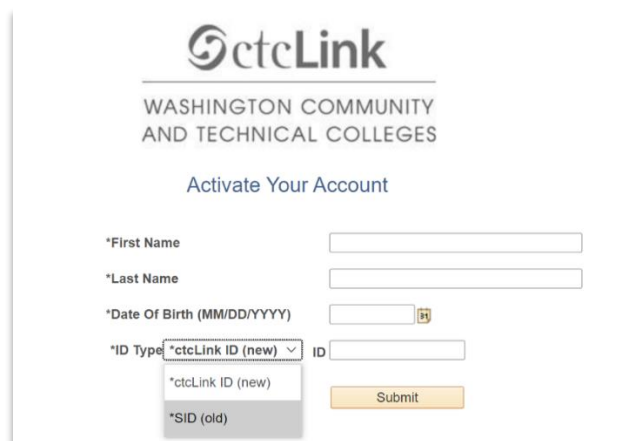
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4. Enter your **Date of Birth (MM/DD/YYYY)** or use the calendar icon.



The screenshot shows the 'etcLink' activation page for Washington Community and Technical Colleges. The form includes fields for First Name, Last Name, Date of Birth (MM/DD/YYYY), and ID Type. The 'Date Of Birth (MM/DD/YYYY)' field is highlighted with a red box. Below the ID Type dropdown is an ID input field and a 'Submit' button.

5. Select **ID Type** to “**SID (old)**” for existing and returning students and employees or **ctcLink ID (New)** for new students and employees.

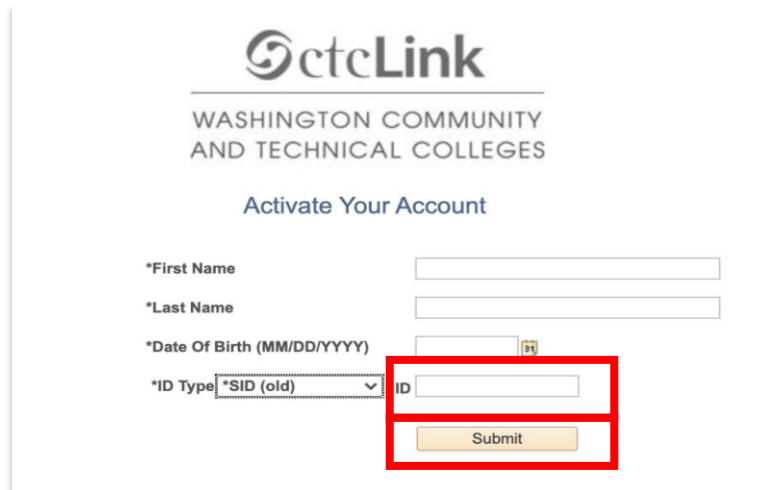


The screenshot shows the 'etcLink' activation page with the 'ID Type' dropdown menu open. The dropdown menu lists two options: '*ctcLink ID (new)' and '*SID (old)'. The 'Submit' button is visible below the dropdown.

Note: Your SID is a 9-digit number. Employees use it to access Instructor Briefcase and the Time & Leave Reporting [TLR] system, and students use it for it for web registration

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6. Enter your **old (current) Employee Number (SID)** or **ctcLink ID (New)** and hit **Submit**.



etcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Activate Your Account

*First Name

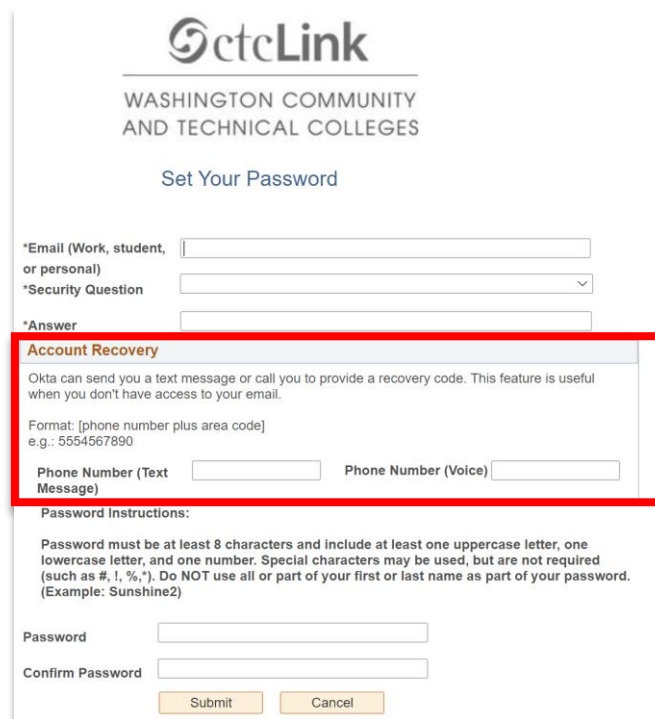
*Last Name

*Date Of Birth (MM/DD/YYYY)

*ID Type: *SID (old) ID

Submit

7. Enter a Phone Number for Account Recovery.



etcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

*Email (Work, student, or personal)

*Security Question

*Answer

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 (Text Message) Phone Number (Voice)

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)

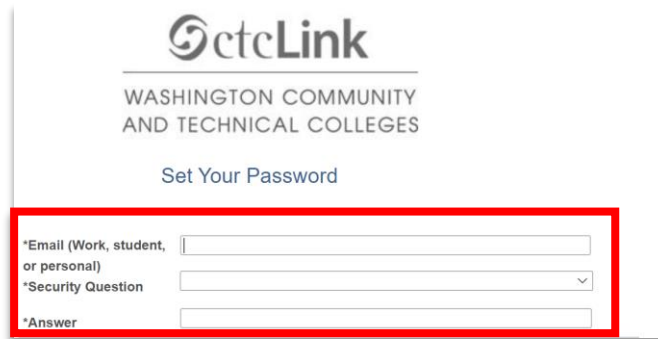
Password

Confirm Password

Submit Cancel

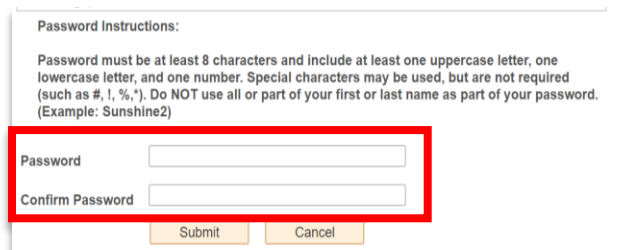
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8. Enter email address. Select security question and provide the answer.



Note: Choose a question and supply an appropriate answer that you will remember.

9. Enter your new desired password in the **Password** and **Confirm Password** fields.
Be sure to write down your password.



Note: Passwords must be at least eight characters and include at least one uppercase letter, one lowercase letter and one number. Do not use all or part of your first name or last name as a part of your password.

10. If you are satisfied with all the data you have entered, click on **Submit**. Click **Cancel** to re-enter data.

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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

Confirm Password

11. View the message your specific new ctcLinkID.

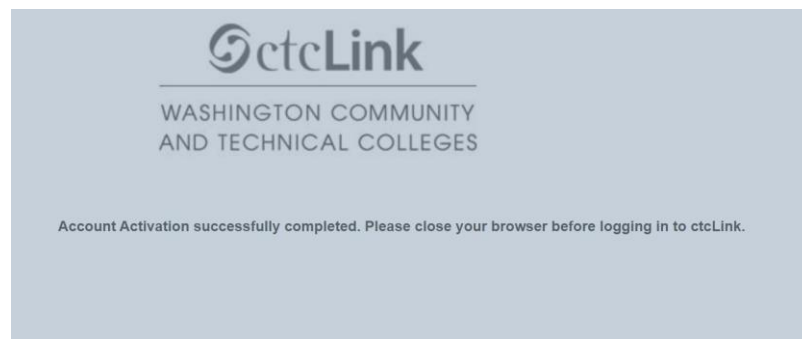
Be sure to write down your new ID and password and keep in a safe location.

Then click **OK**.

Message

Your account has been activated. This is your ctcLink ID:
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)

12. The Account Activation confirmation message will appear.



13. Your account is now activated! It will take you back to the login screen where you can now enter your new ctcLink ID and password. If you run into problems, try closing all browser windows completely (including all open tabs) for updates to take effect.