Accessing Your Bates Tech Accounts

Welcome to Bates Technical College! Use this information to learn how to access your college accounts. You have two accounts, ctcLINK which is a number and Bates which will be an email address.

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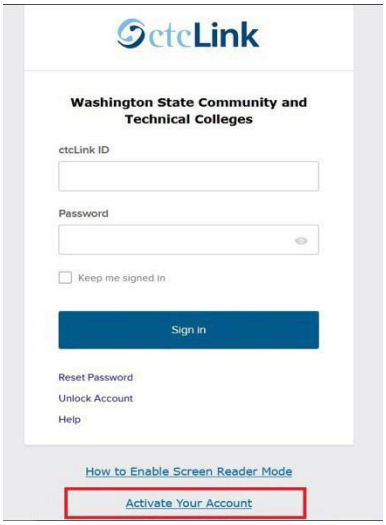
ctcLINK ACCOUNT

You will receive your ctcLink ID approximately 24 hours after applying to the college. Your ctcLink ID will be on your Welcome Letter. You can also find your ctcLink ID by going to this webpage:

https://www.batestech.edu/whats-my-info/

You must activate your ctcLINK account. Go to https://www.batestech.edu/ctclink/ and click the "**Log into your ctcLink account"** button. Once there, click the '**Activate your Account'** link below the user name box.



Follow the instructions to set up your password and phone number for account verification. Once you activate your account, you will be able to log in and enroll in your classes.

***** You will not have a Bates Email address or a Canvas user name & password until you have enrolled in your classes.***

LOG INTO A BATES TECH COMPUTER ON CAMPUS

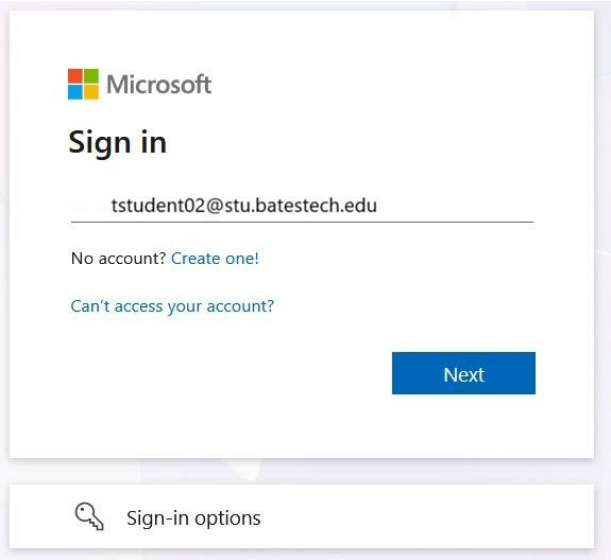
Beginning July 1, 2026 Bates Technical College began issuing new student accounts using a new email domain: @stu.batestech.edu
Students enrolled prior to July 1, 2026 will continue using their existing @batestech.edu accounts.

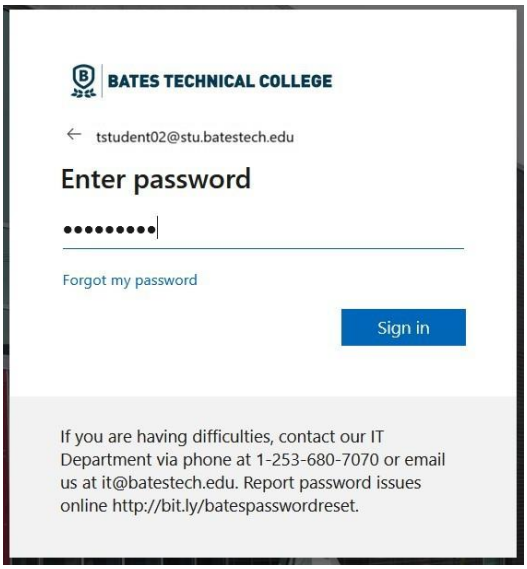
If you do not know your username, email address or password, you can look up your network credentials here: https://www.batestech.edu/whats-my-info/

You'll log in with your full email address. The password is Btc followed by your ctcLink ID# (example Btc123456789). It is case-sensitive, so make sure to capitalize the B.

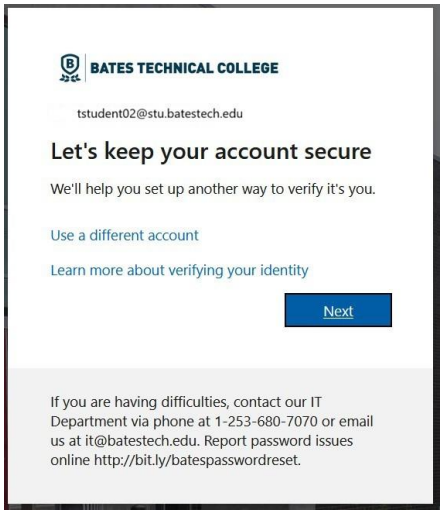
BATES ACCOUNT

Go to https://myapps.microsoft.com and provide your full Bates email address and click **Next**. Enter your password and click the **Sign in** button.



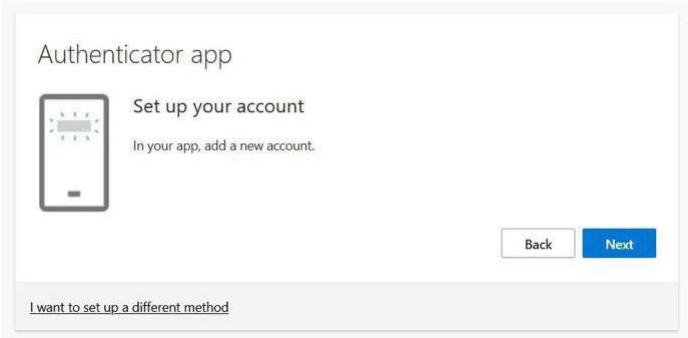


The first time you log in, you will need to set up your Multi-Factor Authentication (MFA) for your account. Click the **Next** button.

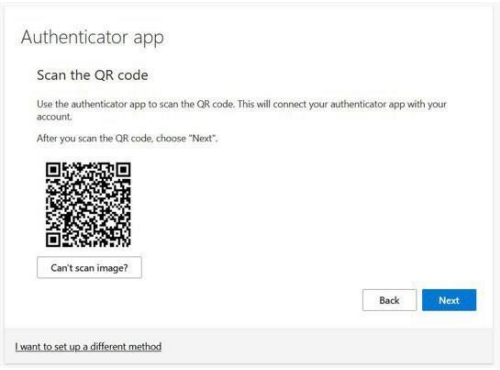


You will see the window to the right about using the Microsoft Authenticator app. **Please note: If you use an Authenticator App, you will need to do it from your cell phone, not on a computer.** If you want to use the Authenticator app (which must be done on your phone), click the **'Next'** button. If you want to use a different authenticator app, click 'Set up a different authentication app'. If you would rather have a text message sent to your phone, click the link that says 'Other options'.

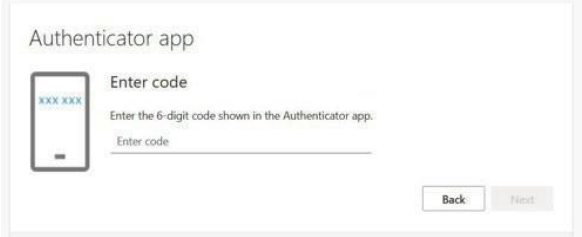
If you chose to use the authenticator app, follow the instructions and click **Next**.

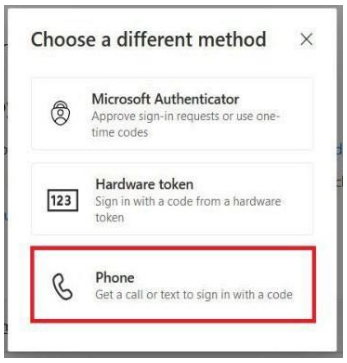


Using the authenticator app on your device (available in your app store, search for MS Authenticator), open and scan the QR code. Then click **Next**.



Check the authenticator app on your device and provide the code shown on the app. Then click **Next**.

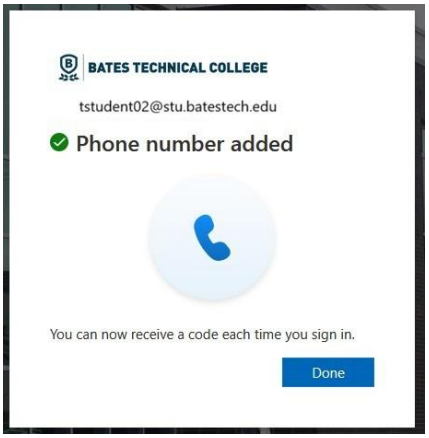




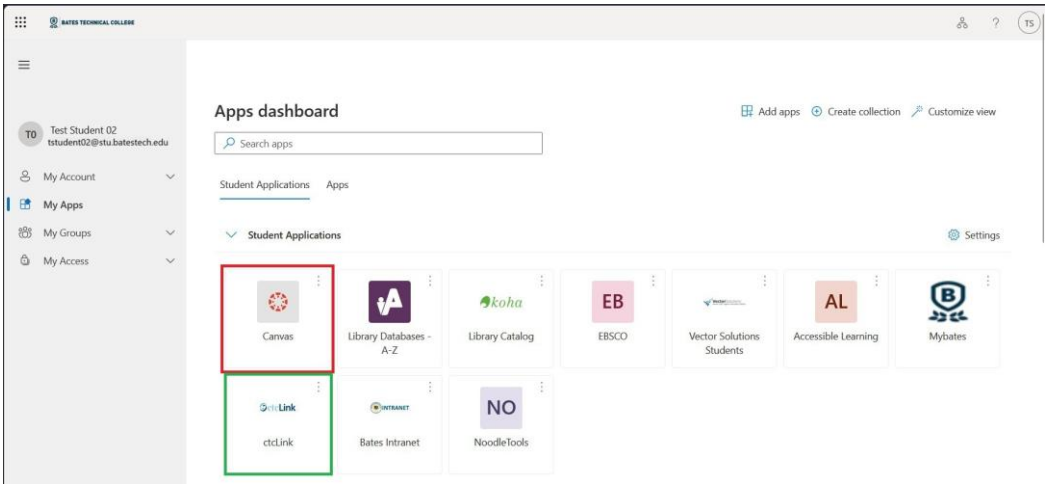
If you chose to have a message sent to your phone, select '**phone**', and click the **confirm** button.

Then set up your cell phone number, choose if you want a code or a phone call, and click the **Next** button. You should receive a code or phone call to your cell phone.

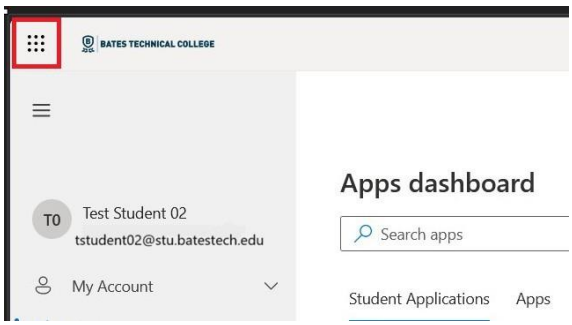
Once MFA set has completed, click **Done**.

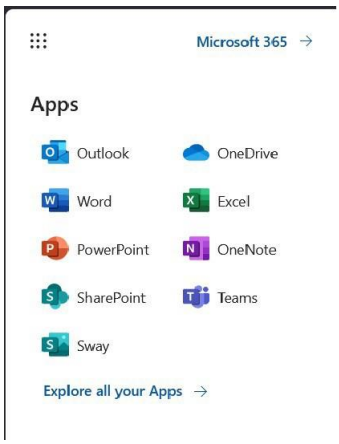


Once MFA set has completed, you should be at the Apps dashboard. You should see a tile for Canvas, ctcLink, MyBates, etc. Just click on the tile for Canvas and it should take you to your Canvas account.



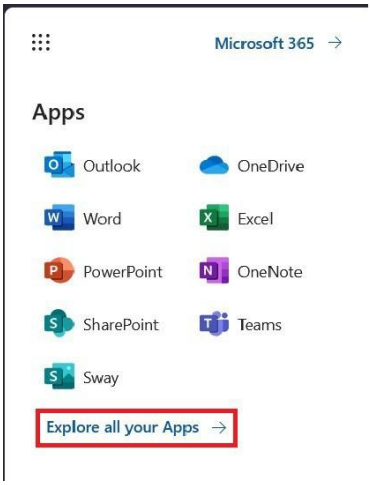
In order to access your Bates email (Outlook), Word, Excel and other Microsoft products, click on the 9 dots in the upper left corner, and then click on the app you want to use.

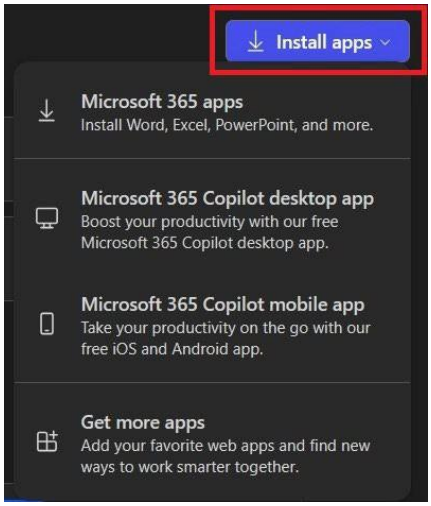




DOWNLOAD MICROSOFT 365

You can also download the Office365 apps from Microsoft for your computer or mobile device. Just click on E**xplore all your Apps**, and then click on Install apps in the upper right.





CAMPUS WI-FI

If you are using your own personal device (cell phone, tablet or laptop), or a Bates issued laptop, you will need to connect to **Bates-WiFi** with your Bates email address and password

IT Contact Information

Location:

Downtown Campus, Room A116 (first floor)

Hours of Operation:

8:00am – 4:00pm, Monday – Friday

The IT Department and help desk phone and email are closed whenever the college is closed.

Contact:

Email: studenthelp@batestech.edu

Phone: **(253) 680-7055**

If leaving a voicemail or email, please tell us what you need help with and leave your first & last name, ctcLink ID# and a good contact email address or phone number and we will return your call or email usually within 2 hours.