Start your quarter off right!

Welcome to Bates Technical College! Use this information for online student resources and useful tips to help you have a successful experience. We’re here for you. If you need additional assistance, please call 253.680.7000.

Student Resources

Enrollment questions
Visit: Steps to Enrollment on BatesTech.edu/getting-started.

Registration and ID Card – Obtain your Student ID Card at the Downtown, Central or South Campus, where you can also register for classes. Your ID is your official college identification, and students are required to carry it with them while on campus. Tip: To avoid being dropped, please attend your first day of class.

About ctcLink
BatesTech.edu/ctcLink
Manage your entire college experience from your mobile device, laptop or home computer with ctcLink! New students receive their ctcLink ID shortly after they apply. Be sure to activate your account. In ctcLink, navigate to the Student Home Page to manage classes, access financial aid, financial account, academic records, profile, etc. Tip: Download the ctcLink app for better navigation and to get started.

Confirm your enrollment, check your schedule and attend class
Log into your ctcLink account to check your information. Go to Student homepage Manage Classes View my Classes.

Retention Specialists
BatesTech.edu/RetentionSpecialists
Reach out to your campus retention specialist to find support with your college experience. Find support and resources to help overcome obstacles you may face along the way. Feel free to connect with them whenever you need to, or stop by and introduce yourself. Find your campus retention specialist on the back of this handout.

Books
Order books online at bncvirtual.com/bates.
Get help ordering your books at the Campus Store, bookstore@batestech.edu or 253.680.7430

Library
BatesTech.edu/Library
Each of our three campuses have libraries where you can sign up for check out loaner equipment, find study space and more.

Parking permit
BatesTech.edu/Parking
Complete your online parking permit form for your free parking permit. Tip: Avoid a parking ticket and always display your college parking permit while parking on campus.

Access your classes online (Canvas)
If your class has any online component, you can access it through Canvas. Difficulty logging in? Contact IT at studenthelp@batestech.edu. Need assistance with Canvas? Contact the Online Learning Center at olc@batestech.edu.
Tip: Learn more about Canvas access at BatesTech.edu/canvas-landing-page.

Helpful support services and information
Campus Life and Activities: Relax in a space dedicated to students. Lounges, vending machines, games, computers, refrigerator and microwave. Stop by and say hi! BatesTech.edu/CampusLife

Counseling: We’re here to support you, and we know that counseling may be helpful in reaching your academic and personal goals. Schedule an appointment with our licensed mental health counselor at BatesTech.edu/Counseling

Disability Support Services: This office helps ensure all students have equal and equitable access to an education, regardless of physical, mental or learning disabilities students may have. Check us out at BatesTech.edu/DSS

Student Handbook: You can find additional information in the Student Handbook at my.batestech.edu.

Information Technology (IT) Resources

Log in to my accounts
BatesTech.edu/Whats-My-Info
Access your email address, password and ctcLink ID. Your Bates Technical College account will be active within 24 hours of registering for classes.

Your user name can be your first initial + your last name OR your first initial, middle initial + your last name.

New Students (Summer 2022 or later): Password is “Btc” + your ctcLink ID number (use link above to get ctcLink ID)

Continuing Students (Spring 2022 or earlier): Password is “Btc” + your Bates SID number. To look up your old Student ID, go to my.batestech.edu/student-id

Tip: Until your account is active, you won’t be able to log into a college computer or Okta.

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, national origin, creed, religion, sex, sexual orientation, gender identity, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy, and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the disability support services office at 253.680.7012. Inquiries regarding Bates’ non-discriminatory policies, including Title IX and ADA, should be directed to: for student matters, the Dean of Advising and Retention, Ning Swami at 253.680.7102, ning.swami@batestech.edu, Downtown Campus A211. For employee matters, to Executive Director of Human Resources, Kameil Borders at 253.580.7180, kameil.borders@batestech.edu, Downtown Campus 420F. If you are a person with a disability and need assistance, contact the Disability Support Services Coordinator Sarah O’Neal, 253.680.7102, sarah.oneal@batestech.edu. 5/25/2023

BatesTech.edu
Start Your Quarter Off Right! (Continued)

What’s Okta?
batestc.okta.com
It’s your one-stop-shop for access to email and other frequently-used college websites and apps! Go to batestc.okta.com. Login with your Bates account to access various websites, including Office365, email, Canvas and Bates vLabs. Tip: Did you forget your Bates account information? Go to BatesTech.edu/Whats-My-Info.

Changing my password
There are two ways you can change your password on your own.

From on campus: From a campus computer, press the Control, Alt and Delete keys simultaneously, then click on reset password. This can be done on our Wi-Fi network, as well, if you have a Bates-issued laptop.

From off campus via Okta: All users can reset their password, if they know their current password, by going through Okta at https://batestc.okta.com. Click on your name and select Settings. Click on the Edit Profile button and then click on Change Password.

Tip: Your password must fit certain requirements, like not using a previous password or any part of your name; it must be at least eight characters long; use at least one uppercase and one lowercase letter; a number; and a non-alphabet character (except for @, &, =, or ; ).

Campus Wi-Fi
If you are using your own personal device (cell phone, tablet, laptop, etc.), you will need to log into Bates-Public. If you are using a Bates-issued laptop, you will log into Bates-Student.

To log in, you will need to use the first part of your Bates email address (before the @ symbol) and your email password to log into the Bates Wi-Fi network. Tip: You can also drive to any of our three campuses and access the Wi-Fi network from a parking lot near the building(s).

Questions? We’re here to help.
253.680.7000 | Monday - Friday, 8 a.m. - 4:30 p.m.
Downtown Campus, 1201 South Yakima Avenue, Tacoma, WA 98405
South Campus, 2201 South 78th Street, Tacoma, WA 98409
Central Campus, 2320 South 19th Street, Tacoma, WA 98405

Retention Specialists
Downtown Campus Programs:
Machelle Doolittle, 253.680.7042
Central Campus Programs:
Evelyn Panayi, 253.680.7607
South Campus Programs:
Nesreen Al Muzayen, 253.680.7411

Enrollment and advising
Discuss your programs and courses with an advisor.
enrollment@batestech.edu
253.680.7002
BatesTech.edu/Advising

Registration
Get your Student ID card or enroll in classes at any of our Campuses.
registration@batestech.edu
253.680.7019
BatesTech.edu/Registration

Financial Aid
Get help with financial aid.
financialaid@batestech.edu
253.680.7020
BatesTech.edu/FinancialAid

Workforce Education Services
WES provides funding for those on state assistance, like unemployment and basic food assistance.
financialaid@batestech.edu
253.680.7020
workforce@batestech.edu