

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](https://www.bates.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](https://www.bates.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](https://www.bates.edu/RetentionSpecialists)

Reach out to your campus retention specialists 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](https://www.bncvirtual.com/bates).

Get help ordering your books at the Campus Store, bookstore@batestech.edu or 253.680.7430

Library

[BatesTech.edu/Library](https://www.bates.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](https://www.bates.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](https://www.bates.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/CLA](https://www.bates.edu/CLA)

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](https://www.bates.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](https://www.bates.edu/DSS)

Student Handbook: You can find additional information in the Student Handbook at [my.batestech.edu](https://www.bates.edu/my.batestech.edu).

Information Technology (IT) Resources

Log in to my accounts

[BatesTech.edu/Whats-My-Info](https://www.bates.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](https://www.bates.edu/student-id)

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



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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

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