

# Start your quarter off right!

Welcome to Bates Technical College! Use this information on student resources and useful tips to help you have a successful experience.

## Student Resources

### Enrollment questions

**Visit:** Steps to Enrollment on [BatesTech.edu](https://www.bates.edu).

**Registration and ID Card** – Obtain your Student ID Card at the Downtown 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 ctLink

#### [BatesTech.edu/ctlink](https://www.bates.edu/ctlink)

Manage your entire college experience from your mobile device, laptop or home computer with ctLink! New students receive their ctLink ID when they apply. Be sure to activate your account. In ctLink, navigate to the Student Home Page to manage classes, access financial aid, financial account, academic records, profile, etc.

*Tip: Download the ctLink app for better navigation and to get started.*

### Confirm your enrollment, check your schedule and attend class

Log into your ctLink account to check your information. Go to Student homepage>Manage Classes >View my Classes.

### Immunization attestation

Before your first day of class, please complete the attestation in the ctLink Student Home Page. *Tip: All students must be immunized or provide the reason for an exemption.*

### Books

Order books online at [bncvirtual.com/bates](https://bncvirtual.com/bates).

Get help ordering your books at the Campus Store, [bookstore@batestech.edu](mailto: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

If your class has any online component, you can access it through **Canvas**. Difficulty logging in? Contact IT at [studenthelp@batestech.edu](mailto:studenthelp@batestech.edu). Need assistance with **Canvas**? Contact the Online Learning Center at [olc@batestech.edu](mailto:olc@batestech.edu). *Tip: Learn more about Canvas access at [bates.instructure.com](https://www.bates.edu/instructure.com).*

### 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 ctLink ID. Your Bates Technical College account will be active within 24 hours of registering for classes.

Your user name is usually your first initial + your last name.

**New Students** (Summer 2022 or later): Password is "Btc" + your ctLink ID number (use link above to get ctLink 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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## What's Okta?

### [batestc.okta.com](https://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](https://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](https://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

## Enrollment and advising

Discuss your programs and courses with an advisor.

[enrollment@batestech.edu](mailto:enrollment@batestech.edu)

253.680.7002

[BatesTech.edu/Advising](https://BatesTech.edu/Advising)

## Registration

Get your Student ID card or enroll in classes at either the South or Downtown Campuses.

[registration@batestech.edu](mailto:registration@batestech.edu)

253.680.7019

[BatesTech.edu/Registration](https://BatesTech.edu/Registration)

## Financial Aid

Get help with financial aid.

[financialaid@batestech.edu](mailto:financialaid@batestech.edu)

253.680.7020

[BatesTech.edu/FinancialAid](https://BatesTech.edu/FinancialAid)

## Workforce Education Services

WES provides funding for those on state assistance, like unemployment and basic food assistance.

[financialaid@batestech.edu](mailto:financialaid@batestech.edu)

253.680.7020

[BatesTech.edu/WES](https://BatesTech.edu/WES)

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