

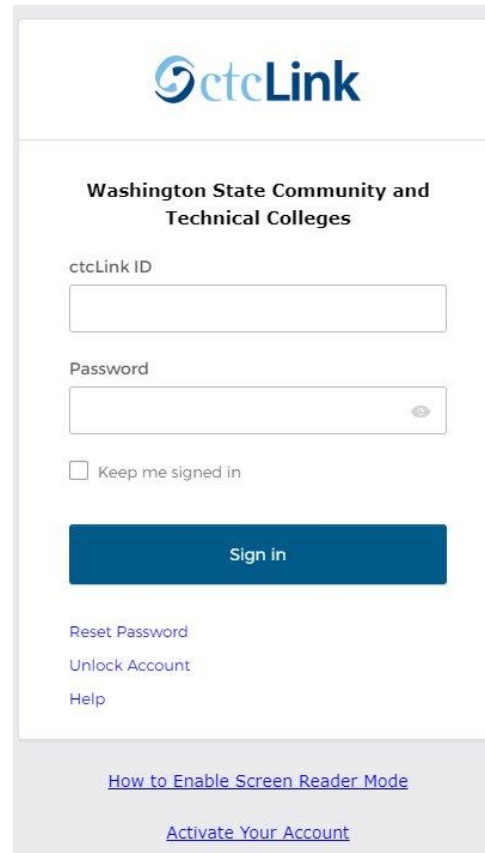
# How to Activate Your ctclink Account

This guide will show you how to activate your ctclink account.



# Proceed to ctclink:

1. Open web browser and go to [gateway.ctclink.us](https://gateway.ctclink.us).

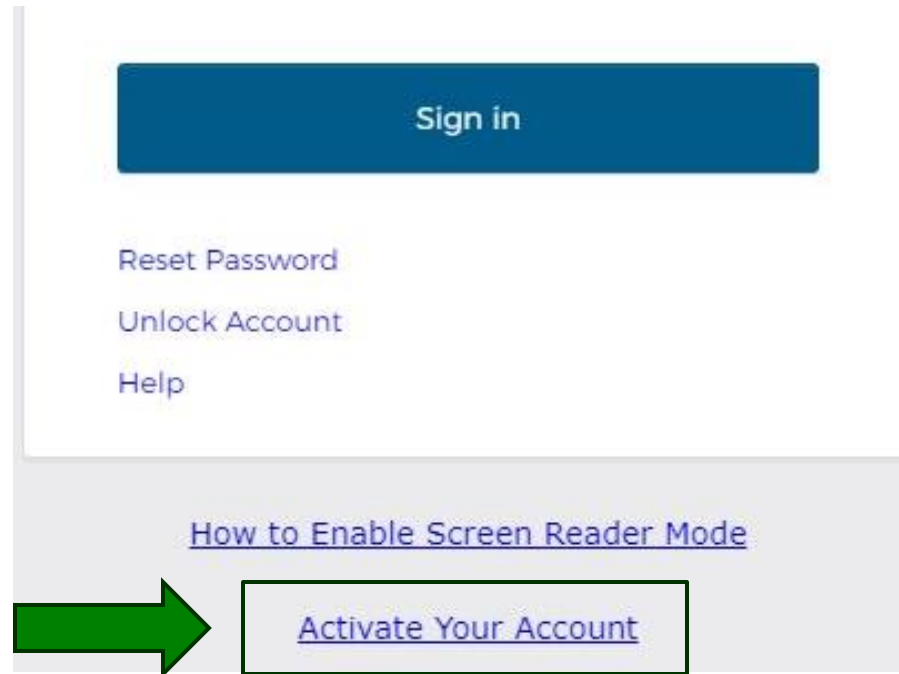


The screenshot shows the ctclink login interface. At the top is the ctclink logo. Below it, the text reads "Washington State Community and Technical Colleges". There are two input fields: "ctclink ID" and "Password". The password field has a toggle icon for visibility. Below the fields is a checkbox labeled "Keep me signed in". A blue "Sign in" button is centered below the checkbox. At the bottom of the form area are three links: "Reset Password", "Unlock Account", and "Help". Below the form area, there are two more links: "How to Enable Screen Reader Mode" and "Activate Your Account".



# Select Activate Your Account:

2. Click on **Activate Your Account**.



## Enter Student Information:

3. Enter your first name, last name, DOB, and ctcLink ID.



Activate Your Account

*First Name	<input type="text"/>
*Last Name	<input type="text"/>
*Date Of Birth (MM/DD/YYYY)	<input type="text"/> 
*ID Type	<input type="text" value="*ctcLink ID (new)"/> <input type="text" value="ID"/>
<input type="submit" value="Submit"/>	



# Set Up Your Account:

4. Set up your ctcLink account email and password.

Set Your Password

\*Email (Work, student, or personal)

**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



# Create a New Password:

5. Create a new password for your ctcLink account.

## Create a password that has:

- At least 8 characters
- 1 UPPERCASE letter
- 1 lowercase letter
- 1 number (0,1,2,3...)

Set Your Password

\*Email (Work, student, or personal)

**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)

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Password

Confirm Password



## Click Submit:

6. Click on the **Submit** button when you are done.

Password

Confirm Password



## Account Activated:

7. Your ctcLink account will be activated right away. Be sure to write down and take note of your ctcLink ID. Click on OK when you are done.





## Success:

8. Done! You have now activated your ctcLink account.



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WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

Account Activation successfully completed. Please close your browser before logging in to ctcLink.



If you have any questions or need further assistance contact the IT Help Desk at (360) 417-6565 or [helpdesk@pencol.edu](mailto:helpdesk@pencol.edu)

