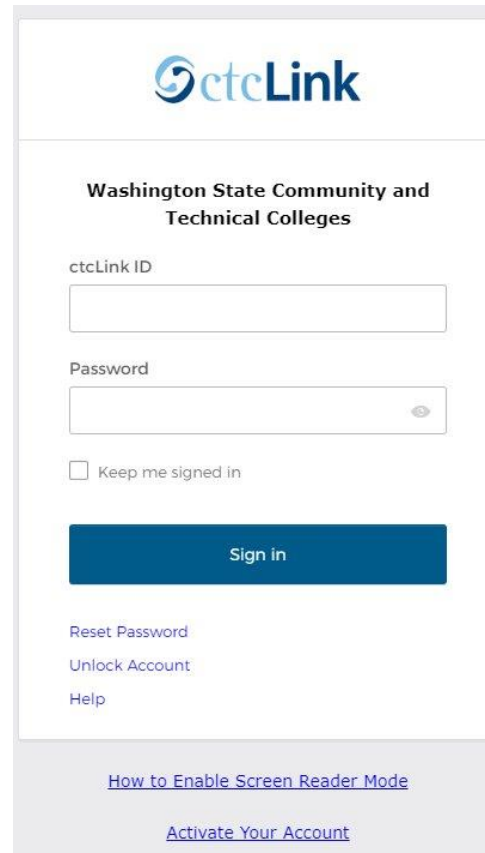# How to Activate Your ctcLink Account

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

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Proceed to ctcLink:

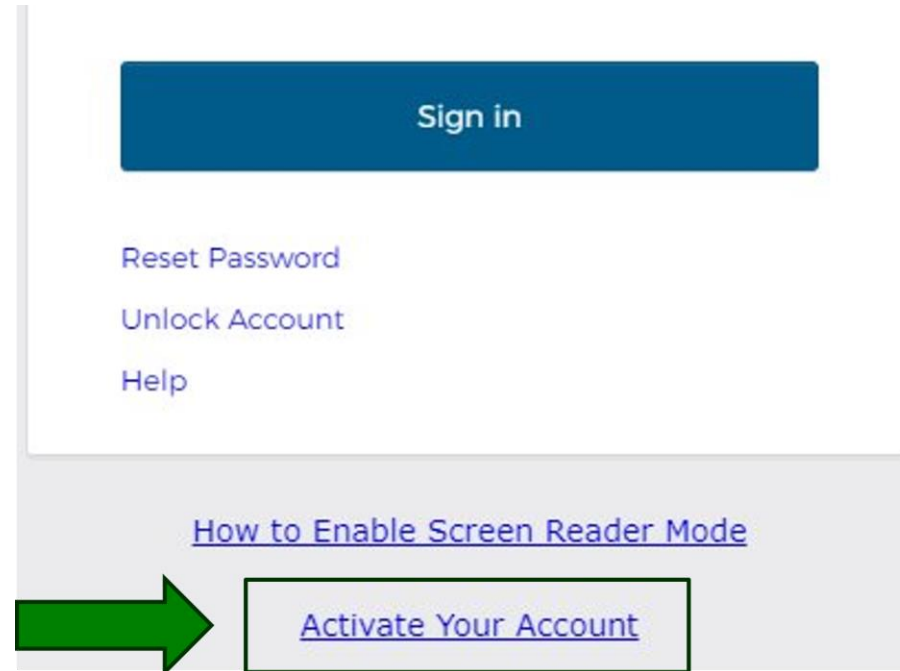1. Open web browser and go to gateway.ctclink.us.

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Select Activate Your Account:

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

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Enter Student Information:

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

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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 [   ]

[Submit]   [Cancel]

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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.

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Phone Number (Text Message)   Phone Number (Voice)

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Password

Confirm Password

Submit   Cancel

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Click Submit:

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

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.

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Success:

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

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

Helpdesk:

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