How to Activate an Account

Use this document as a reference for activating new accounts in ctcLink. During this process you will get your ctcLink ID number.

Tips before beginning:

- Make sure to safely store the password you create and write down the ctcLink ID number once your account is activated.
- Disable pop-up blockers in your browser.
- Contact the BC IT Help Desk if you have problems with sign-in credentials, usernames, passwords or student ID numbers.

1. First, go to ctcLink at gateway.ctclink.us

   Note:
   Save this link in your browser to access ctcLink in the future.

2. Click Activate your Account, as shown by the arrow in the image below. You DO NOT need to type in anything in the ctcLink ID box at this time.
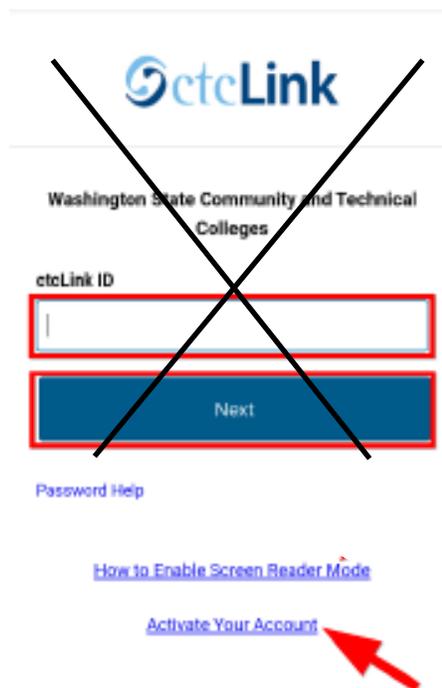
3. On the Account Activation page, enter your full legal First Name and Last Name. Make sure you have entered your name correctly. **Don't worry, it's safe. The college already knows this information. They are just verifying that it is really you.**
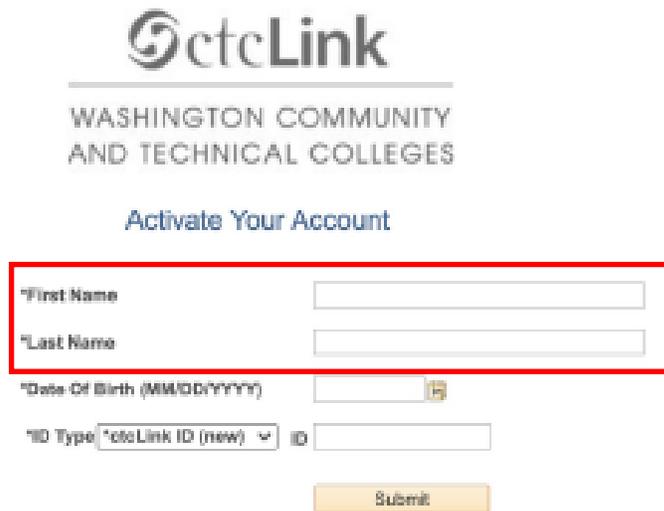

Note:

If your legal name is a single name â€" such as Pran, Madonna or Nani â€" you must enter a hyphen [-] in the First Name field and enter your single name in the Last Name field.

4. Enter your **Date of Birth** (MM/DD/YYYY) or use the calendar icon.
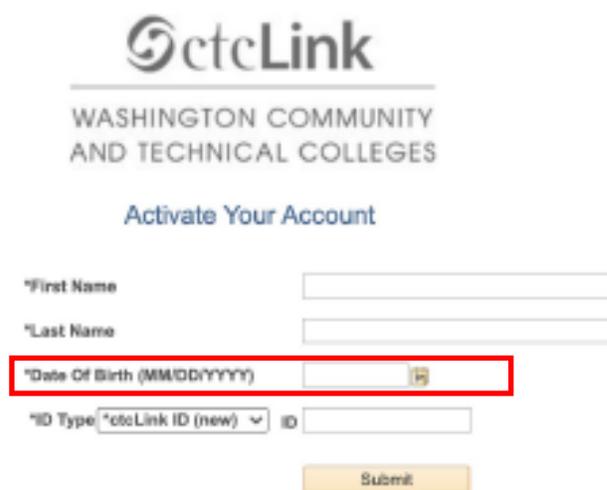
5. Select ID Type to **"SID (old)"** for existing and returning students (the 9-digit number that begins with 950) or **ctcLink ID (NEW)** for new students and employees.

<p align="center">THEN</p>

6. Enter your old (current) Employee Number (SID) or ctcLink ID (new) and hit Submit.

7. Enter a Phone Number for Account Recovery as shown in the image below. Next, go to step 8.

8. Enter email address. Select security question and provide the answer.

    NOTE: choose a question and answer that you will remember.

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Set Your Password

*Email (Work, student, or personal)	
*Security Question:	
*Answer	

9. Enter your new desired password in the **Password** and **Confirm Password** fields. **Be sure to write down your password.**

    Note:

    Passwords must be at least eight characters and include at least one uppercase letter, one lowercase letter and one number. Do not use all or part of your first name or last name as a part of your password.

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

10. If you are satisfied with all the data you have entered, click on **Submit**. Click **Cancel** to re-enter data.

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

11. View the message that contains you new ctcLink ID. Be sure to write down the ID number and put it in a secure place. Then click okay.

Message

Your account has been activated. This is your ctcLink ID:
ATTENTION: Once you click OK, this box will disappear. Make note of your ctcLink ID right now before you click "OK" and remember your password. You will need both to sign in to your account. (0,0)

OK

12. The Account Activation confirmation message will appear.

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Account Activation successfully completed. Please close your browser before logging in to ctcLink.
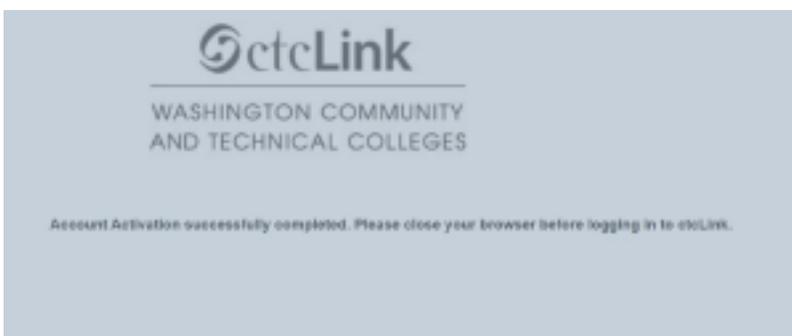
13. Your account is now activated! It will take you back to the login screen where you can now enter your new ctcLink ID and password. If you run into problems, try closing all browser windows completely, (including all open tabs) for the updates to take effect.