

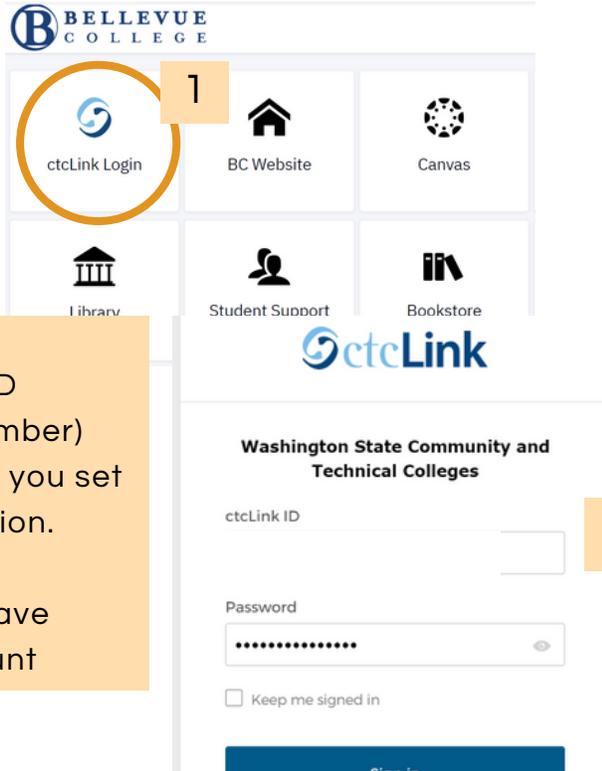
Important: The grade you receive for a College in the High School course becomes part of your official transcript.



## 3 Enrollment

1. Log in to ctcLink:

<https://wa080.ctclink.us/>



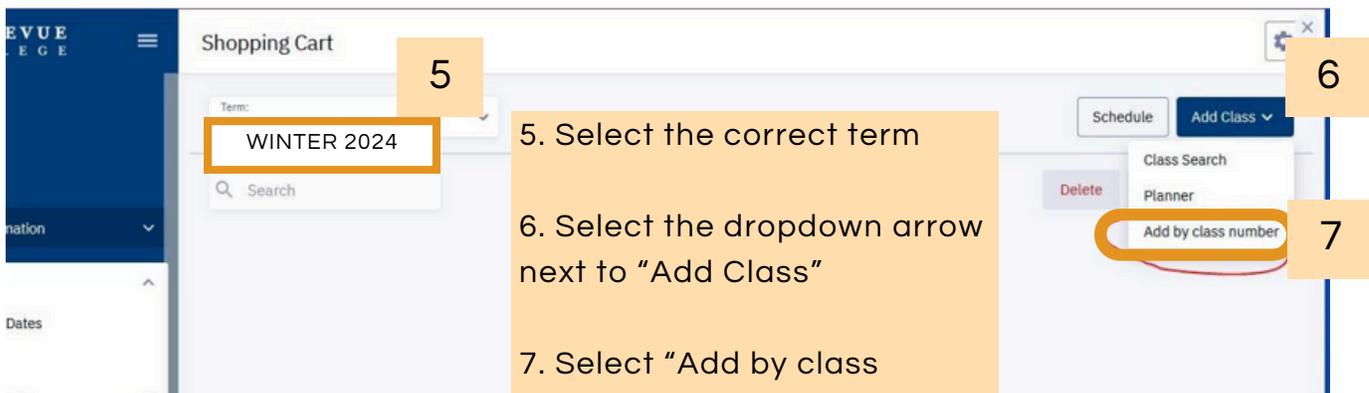
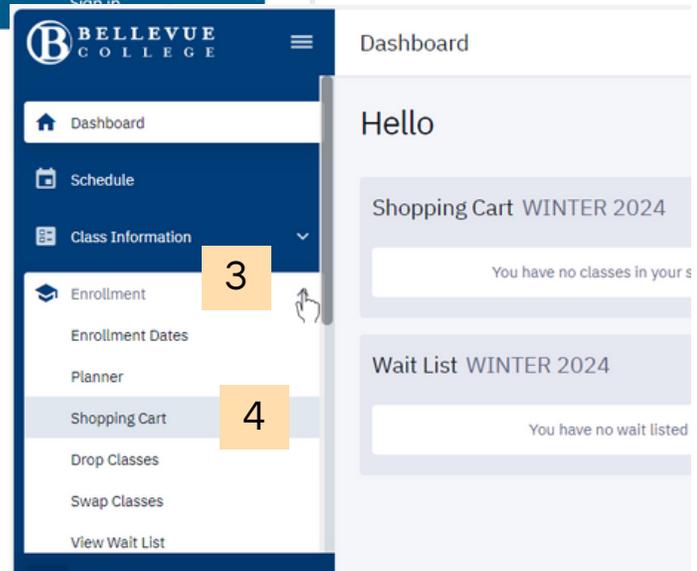
2. Use

- Your ctcLink ID (a 9 digit number)
- The password you set during activation.

NOTE: Be sure you have activated your account

3. Select the dropdown arrow next to "Enrollment" in the left hand menu.

4. Select "Shopping Cart"



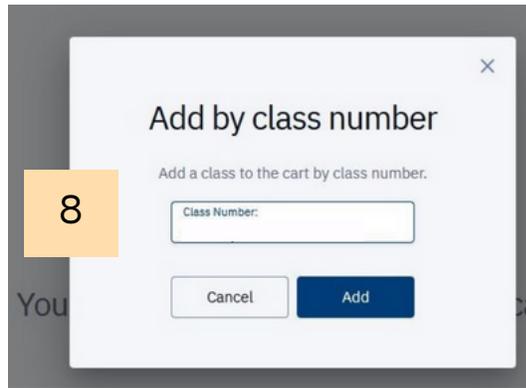
5. Select the correct term

6. Select the dropdown arrow next to "Add Class"

7. Select "Add by class number"

8. Your teacher will provide a Class Number and your Permission Number.

Add the class to the cart by class number.



A dialog box titled "Add by class number" with a close button (X) in the top right corner. Below the title is the instruction "Add a class to the cart by class number." There is a text input field labeled "Class Number:". Below the input field are two buttons: "Cancel" and "Add". A yellow box with the number "8" is overlaid on the left side of the dialog.

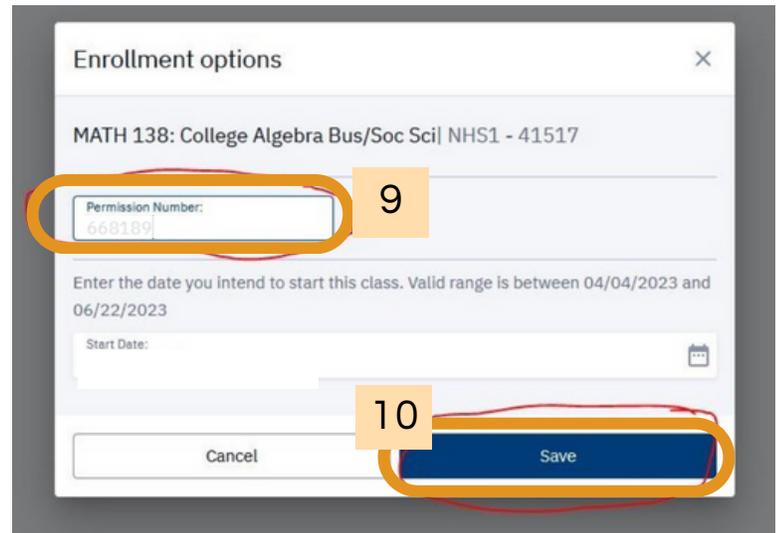
9. On the next window, type the "Permission Number" provided to you by your teacher.

**NOTE:**

This number is only for you to enroll in this specific course.

\*Do not change the Start Date.

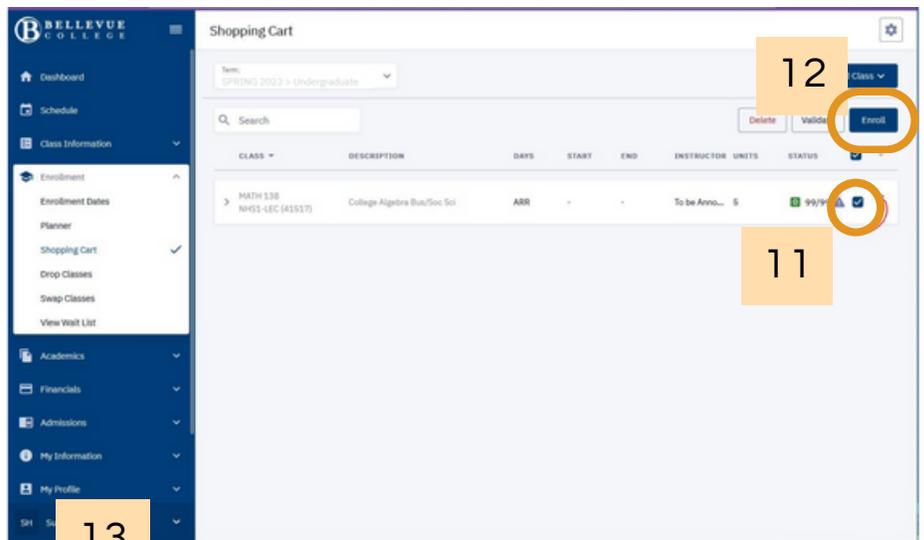
10. Select Save



A dialog box titled "Enrollment options" with a close button (X) in the top right corner. The course name "MATH 138: College Algebra Bus/Soc Sci | NHS1 - 41517" is displayed. Below the course name is a text input field labeled "Permission Number:" containing the value "668189". Below this is a date input field labeled "Start Date:" with a calendar icon. At the bottom are "Cancel" and "Save" buttons. A yellow box with the number "9" is overlaid on the "Permission Number" field, and another yellow box with the number "10" is overlaid on the "Save" button.

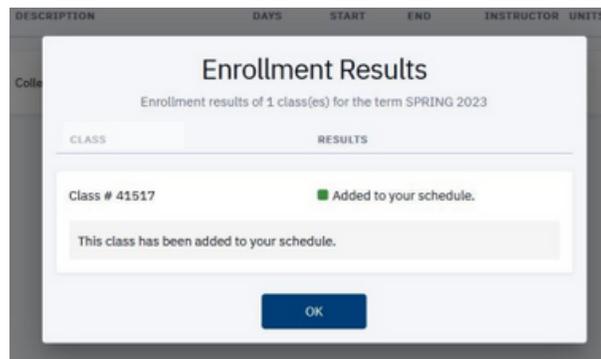
11. Select the class (or classes) you would like to add.

12. Click "Enroll."



A screenshot of the "Shopping Cart" page in a web application. The left sidebar shows a navigation menu with "Enrollment" selected. The main content area shows a table with one row for "MATH 138 NHS1-LEC (41517)". The "Enroll" button in the table row is circled in yellow. A yellow box with the number "12" is overlaid on the "Enroll" button, and another yellow box with the number "11" is overlaid on the row. A yellow box with the number "13" is overlaid on the left sidebar.

13. You should see a pop-up message confirming your successful enrollment in the class (or classes).



A pop-up message titled "Enrollment Results" with a close button (X) in the top right corner. The message says "Enrollment results of 1 class(es) for the term SPRING 2023". Below this is a table with two columns: "CLASS" and "RESULTS". The row shows "Class # 41517" and "Added to your schedule." Below the table is a message box that says "This class has been added to your schedule." and an "OK" button.