# 2. Activation

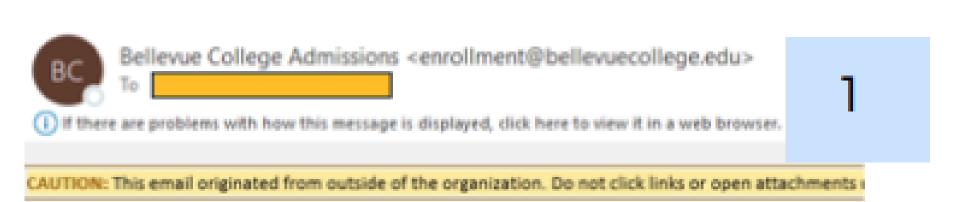


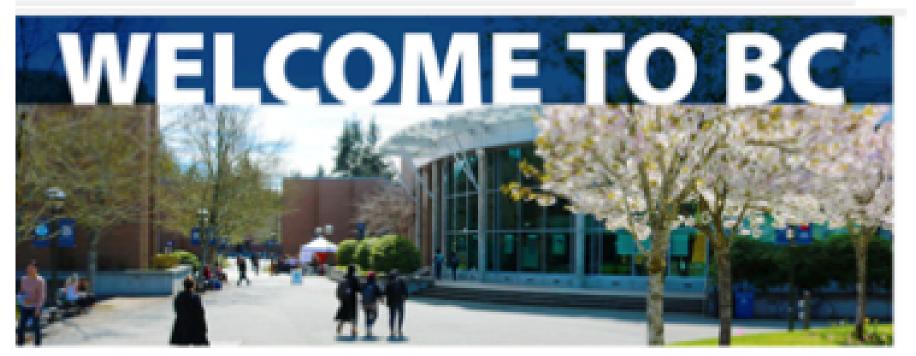
College in the High School (CHS)



Once you Apply for Admission, you will need to **Activate your ctcLink account** so you can enroll in classes.

1. Click the activation link you received in your welcome email or go to https://gateway.ctclink.us





Dear

You've been admitted to Bellevue College (BC)I It's a great time to move forward with an education that can help you reach your goals. Small class sizes, instructors who love to teach, and access to specialized support services are just a few steps away.

They're as easy as 1, 2, 3.

2. Select "Activate Your Account" at the bottom of the page.

#### Can't find this email?

Check spam or junk mail folders.

Go to your partner college website to learn more:

https://
 www.bellevuecollege.edu/
 ctclink/students/training/
 activate-account/



Washington State Community and Technical Colleges		
ctcLink ID		
Password		
Keep me signed i	'n	
Reep the signed i		
	Sign in	
Reset Password		
Unlock Account		
Help		

## 3. Enter Requested Information

- First Name
- Last Name
- Date of Birth
- ID Type
  - Select "ctcLink ID (new)"
  - Input your ctcLink ID number provided in the welcome email

OctcL	ink 3
WASHINGTON C	
Activate Your	Account
*First Name	
*Last Name	
*Last Name  *Date Of Birth (MM/DD/YYYY)	31
*Date Of Birth (MM/DD/YYYY)	

# 4. Create a ctcLink password

Your password must contain <u>at</u> <u>least:</u>

- 8 characters
- 1 UPPER CASE letter
- 1 lower case letter
- 1 number (0, 1, 2, 3, ...)

### **IMPORTANT:**

Write down and/or take a photo of your ctcLink ID and your new password!
Password recovery is a difficult process

5. Activation is complete.

TIP: Login right away and save your login information on your school computer or personal device.

For additional help, go to the partner college website: <a href="https://www.bellevuecollege.edu/ctclink/students/training/activate-account/">https://www.bellevuecollege.edu/ctclink/students/training/activate-account/</a>