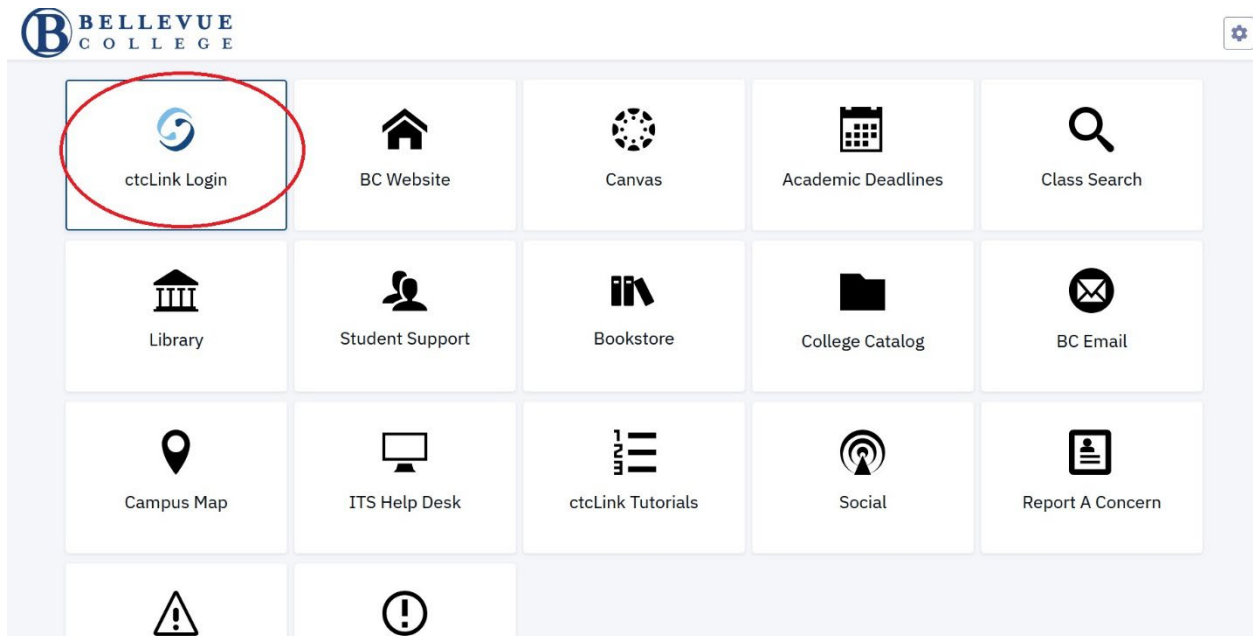


Enrollment (signing up for classes)

Step 1. Log in to ctcLink at <https://wa080.ctclink.us/>



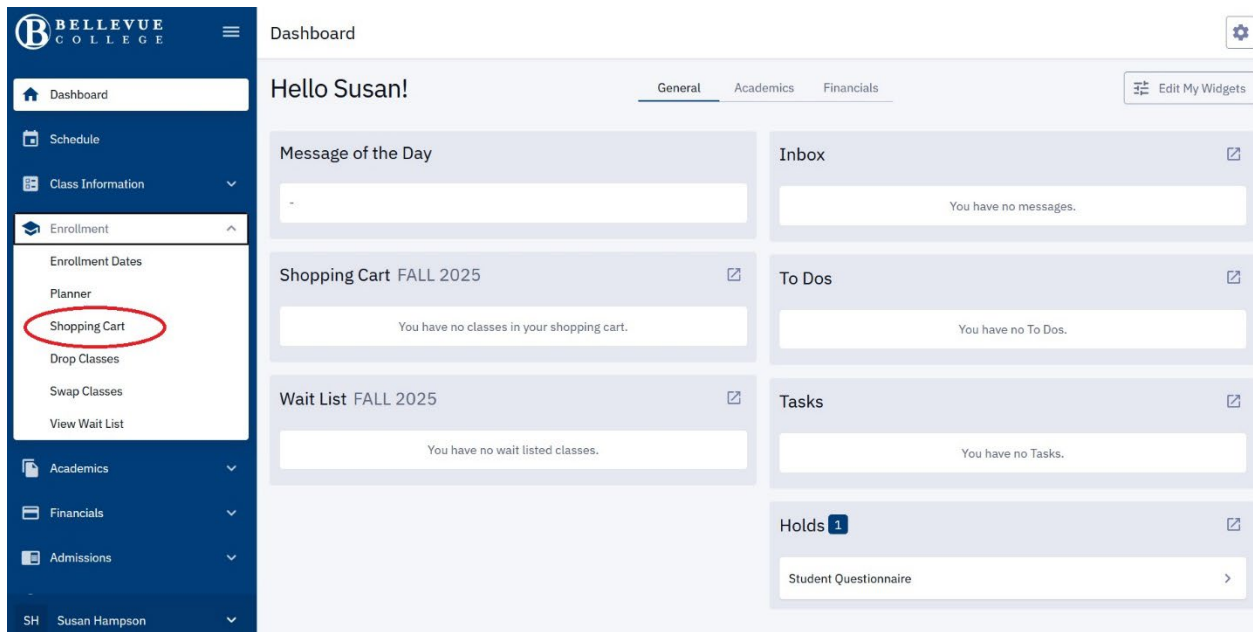
Step 2. Enter ctcLink ID and Password

Once you click the Log in tile, enter your ctcLink ID number and select Next. Then you will be asked to enter your password you created when you activated your account and select Verify

Step 3. Verify ??

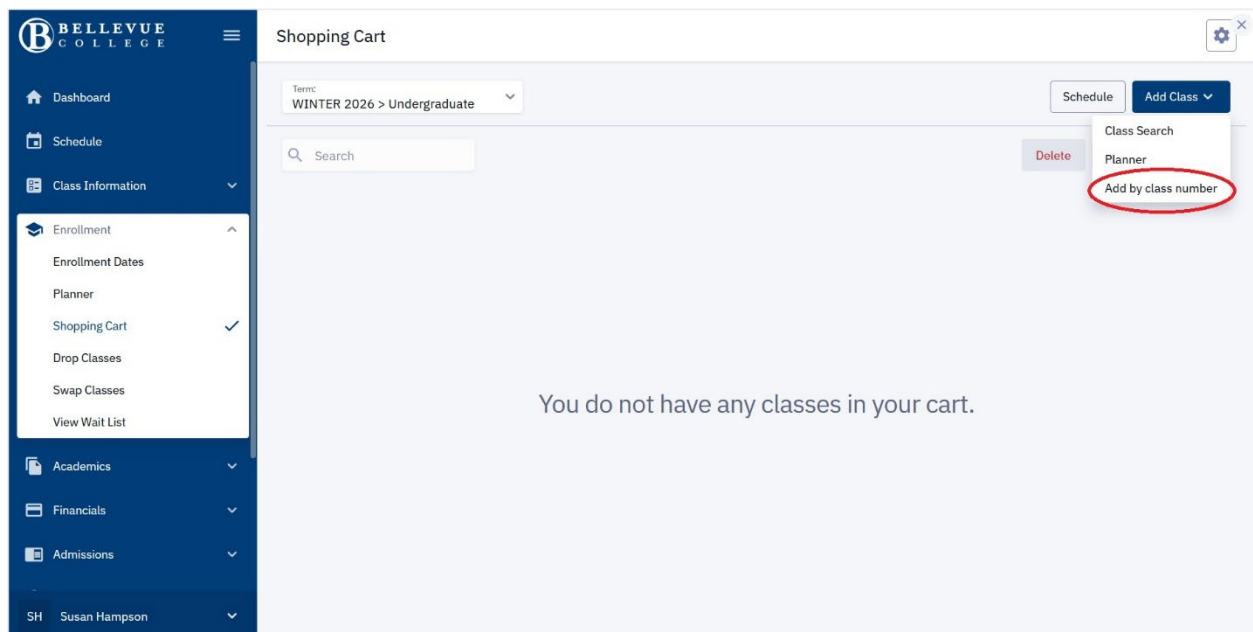
Step 4. Your Dashboard

You will be on your ctcLink dashboard. On the left hand side, you will want to select the drop down menu by the word “Enrollment”, and then select “Shopping Cart”.



Step 5. The Shopping Cart

Now you are in the shopping cart. You need to go to the drop down menu in the upper right corner, “add class” then select from the menu “add by class number”.



Step 6. Input Class Number

A small screen will pop up where you can add your 5-digit class number, once you add the number, select “add”.

The screenshot shows the Bellevue College Shopping Cart interface. On the left is a navigation menu with options: Dashboard, Schedule, Class Information, Enrollment (expanded), Academics, Financials, Admissions, and a user profile for Susan Hampson. The Enrollment menu is open, showing sub-options: Enrollment Dates, Planner, Shopping Cart (checked), Drop Classes, Swap Classes, and View Wait List. The main area is titled 'Shopping Cart' and shows a search bar and buttons for 'Delete', 'Validate', and 'Enroll'. A pop-up window titled 'Add by class number' is centered on the screen. It contains the text 'Add a class to the cart by class number.' and a text input field labeled 'Class Number:' with the value '38604' entered. The input field is circled in red. Below the input field are 'Cancel' and 'Add' buttons.

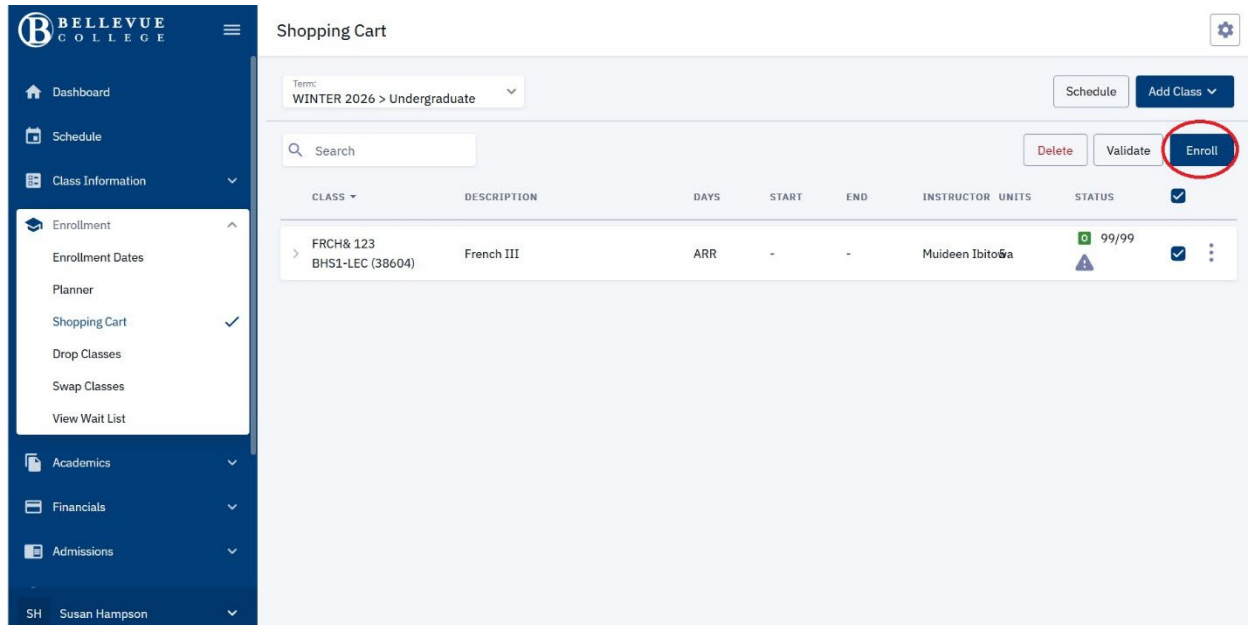
Step 7. Input Permission Number

Another pop-up screen will appear. Now you input your permission number and select “save”. DO NOT change the date. A little note will appear saying “Successfully added class to cart”.

The screenshot shows the Bellevue College Shopping Cart interface with the same navigation menu and main area as the previous screenshot. A pop-up window titled 'Enrollment options' is centered on the screen. It displays the class information 'FRCH& 123: French III| BHS1 - 38604'. Below this is a text input field labeled 'Permission Number:' with the value '319152' entered. The input field is circled in red. Below the input field is a text input field labeled 'Start Date:' with the value '01/05/2026' entered. A red note below the date field says 'Do Not Change this date'. At the bottom of the pop-up are 'Cancel' and 'Save' buttons.

Step 8. Select the class

You will see your course and at the far-right side a little box, put a check in the box and then select the “enroll” button just above.



Once you select enroll you will get a popup that says “Enrollment Results” it will list the class, click okay. NOTE: the class will disappear from the shopping cart once you click okay and it will be in the “Schedule” part of the menu on the left hand side.

