

# Registering as a Bellevue College student

When registering for a Parent Education class, you need to register with Bellevue College. (If you are already a BC student with a ctcLink account, skip these steps.)

Click on the links and use these instructions to help you. To make it easier to know which button to click on, I have circled the button in these pictures in yellow.

Start here: Click on this link: <https://www.bellevuecollege.edu/admissions/>

You will see a page that looks like this. Click on the **Apply Now** button, shown below.



This opens up this page. Click on the **Create an Account** button.



You will see this form:



Answer all the questions on this page and click on the **submit** button. It will ask you to answer security questions.

You will be sent to a page where you will select these options:

- Bellevue College
- First Year
- Non-Award Seeking
- Spring Quarter
- Degree: Non-degree Parent Education.
- Academic Focus: leave blank.

Once the admission process is complete, you will be emailed your new **CTCLink** account information. **This may take a few days.**

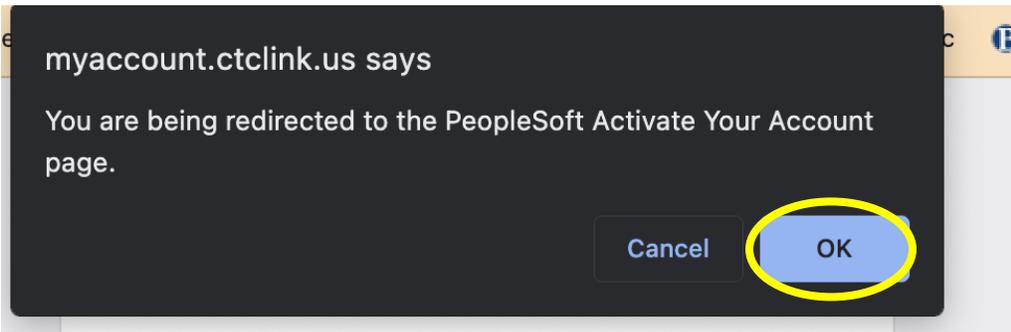
Record your CTCLink ID number and your password as you will need them in the future.

When you get your CTCLink, you need to activate your account before you can register for the class.

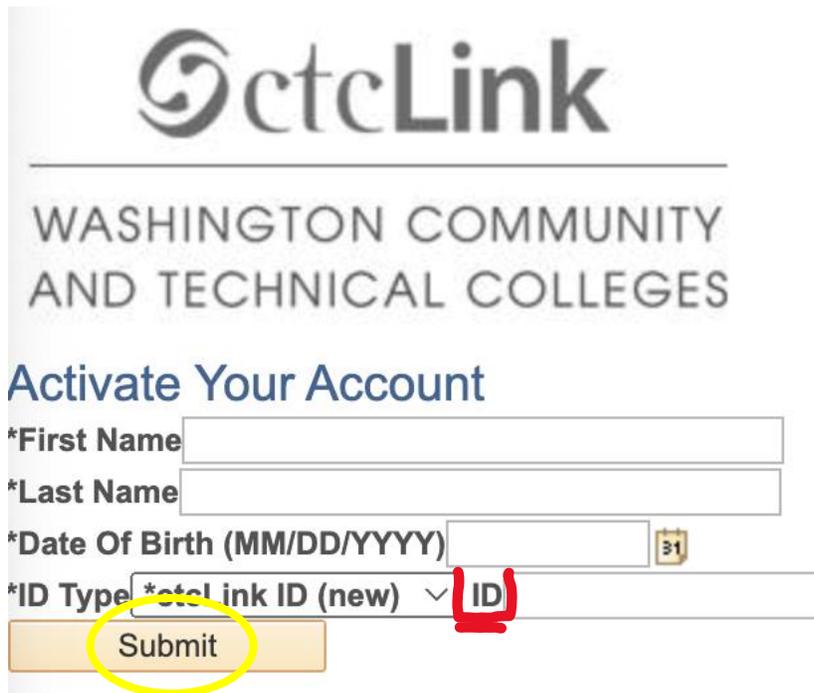
Click on this link: [myaccount.ctclink.us/](https://myaccount.ctclink.us/) . Then click on the **Activate Your Account** link.

The screenshot displays the CTCLink login interface. At the top is the CTCLink logo. Below it, the text reads "Washington State Community and Technical Colleges". The login form includes a "ctclink ID" field with a blacked-out ID, a "Password" field with masked characters and a visibility toggle, and a "Keep me signed in" checkbox. A blue "Sign in" button is positioned below the form. Underneath the button are links for "Reset Password", "Unlock Account", and "Help". At the bottom of the page, there is a link for "How to Enable Screen Reader Mode" and a link for "Activate Your Account", which is highlighted with a yellow circle.

This window will come up. Click **OK**.



The page will look like this:



Type in your name and date of birth.

Type in your CTCLink ID number where it says ID (outlined in red). Press **Submit**.

Create a password you'll remember, then activate the account. Be sure to write down your CTCLink number and the password you created where you can find it in the future!