

Activate Your ctcLink Account

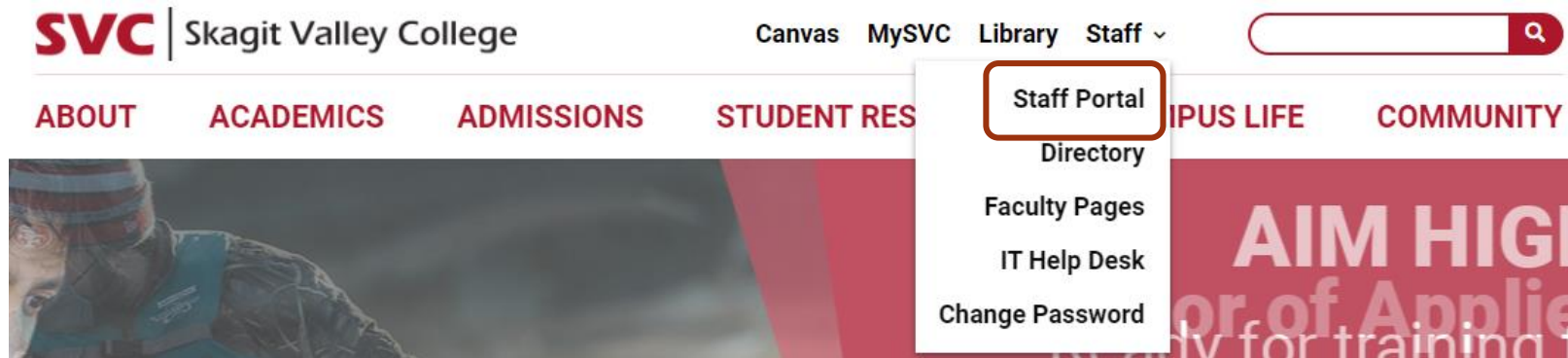
Step 1

Open an internet browser and go to the Skagit Valley College website: www.skagit.edu



Step 2

Click on **Staff Portal** using the drop down menu.



Step 3

Click on **ctcLink Login** located under Popular Shortcuts & Documents. If you do not have access to the Staff Portal, you can go to <https://myaccount.ctclink.us/>

The screenshot shows the SVC Employee Portal interface. At the top left is the SVC logo and 'Skagit Valley College Employee Portal'. The main heading is 'Employee Portal'. A search bar is in the top right. A navigation menu on the left lists categories like 'Portal Home', 'Team Sites', 'President's Office', 'Administrative Services', and 'Human Resources and Payroll'. A central banner reads: 'Skagit Valley College campuses are currently closed and in Remote Operations. Planning is underway for Returning to Campus. Administrative Services has provided important information at: Remote Operations and Return to Campus Portal'. Below this is a 'Popular Shortcuts & Documents' section with two items: 'ctcLink Help Guides' and 'ctcLink Login'. The 'ctcLink Login' item is highlighted with a red box and includes the text: 'Use this link to login to ctcLink. Please read the guides before attempting to activate your account and login.' To the right is a 'Tools & Links' section with items like 'Covid-19 Campus Check-In Form', 'Webmail', and '25Live Room Scheduling'.

Step 4

Click **Activate Your Account** at the bottom of the page. Then click on **OK** when the redirection pop-up message displays.

ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Remember me

Next

[Password Help](#)

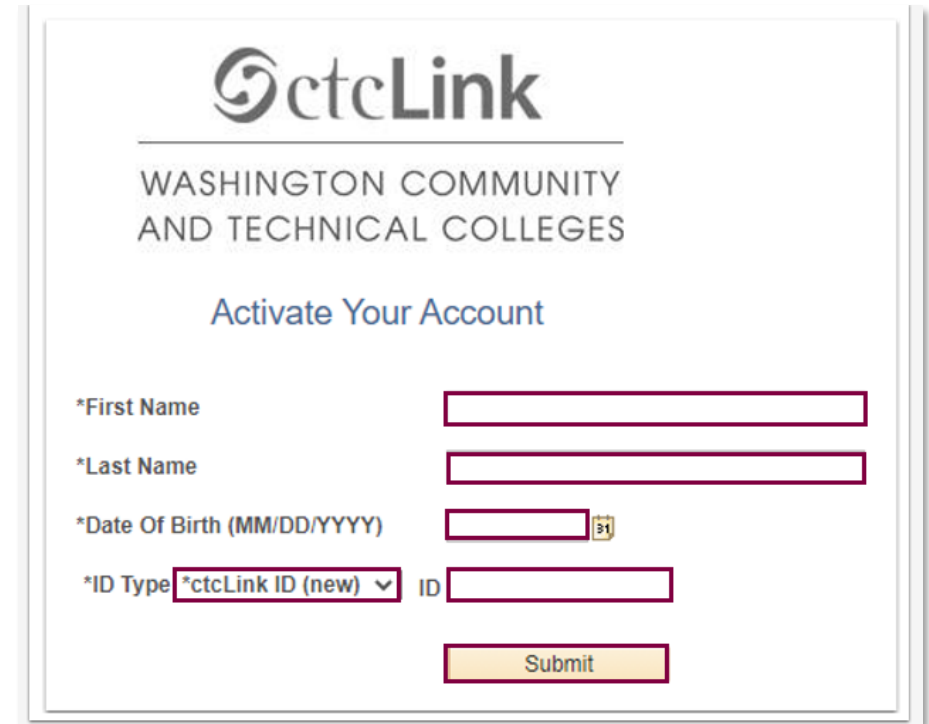
[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

Step 5

Enter the information as requested and click **Submit**.

- **New Student or Employee:** Enter your 9 digit ctcLink ID also known as EMPLID.
- **Returning Student or Employee:** Enter your 9 digit SID.



The screenshot shows the 'Activate Your Account' form for ctcLink. The form includes the following fields and elements:

- ctcLink** logo and **WASHINGTON COMMUNITY AND TECHNICAL COLLEGES** text.
- Activate Your Account** heading.
- *First Name** text label and an empty input field.
- *Last Name** text label and an empty input field.
- *Date Of Birth (MM/DD/YYYY)** text label, a date input field with a calendar icon, and a small '31' indicator.
- *ID Type** dropdown menu with ***ctcLink ID (new)** selected, followed by **ID** text label and an empty input field.
- Submit** button.

Step 6

Enter the following:

- SVC Email Address
- Security Question
- Answer to Security Question
- Phone Number – for text messages
- Phone Number – for voice calls

ctcLink
WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

Set Your Password

*Email

*Security Question

*Answer

Account Recovery

Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email.

Format: [phone number plus area code]
e.g.: 5554567890

Phone Number (SMS) Phone Number (Voice)

IMPORTANT: Write down the information that you entered or take a screenshot. These are needed for account recovery. The security question is NOT case sensitive.

Step 7

Create your ctcLink password and confirm. Then click **Submit**.

Passwords must contain 8 characters, including upper and lower case and a number or special character.

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

Step 8

You will receive a confirmation message which will include your ctcLink ID. Write this down. Click **OK**. Your ctcLink ID (EMPLID) will replace your SID.

