



Activate Your ctcLink Account

Step 1: Navigate to the [Staff \(Employee\) Portal](#).

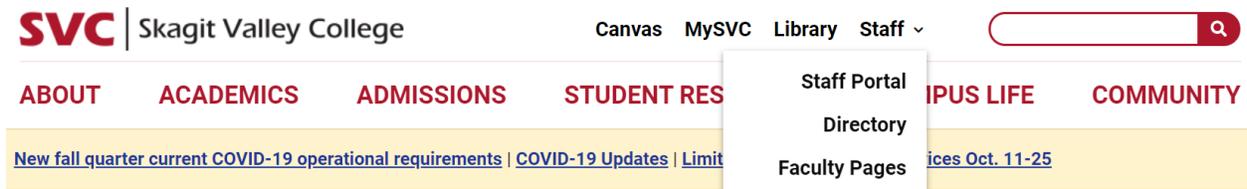


Figure 1 SVC website with Staff links drop down menu displayed

Step 2: Click **Activate Your Account** at the bottom of the page. Then click on **OK** when the redirection pop-up message displays.

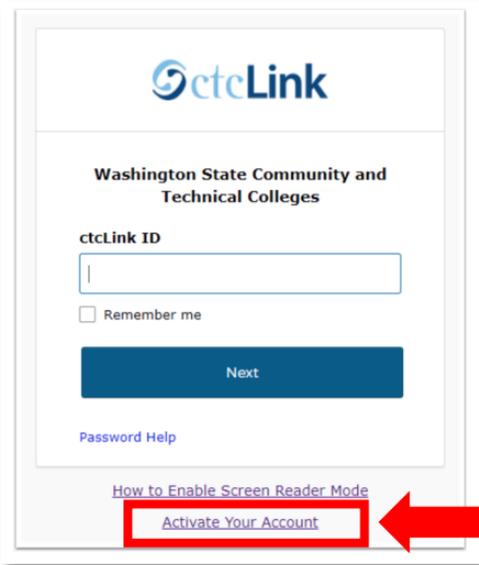


Figure 2 ctcLink login page with Active Your Account highlighted

Step 3: 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.

Figure 3 ctclink Activate Your Acct Screen

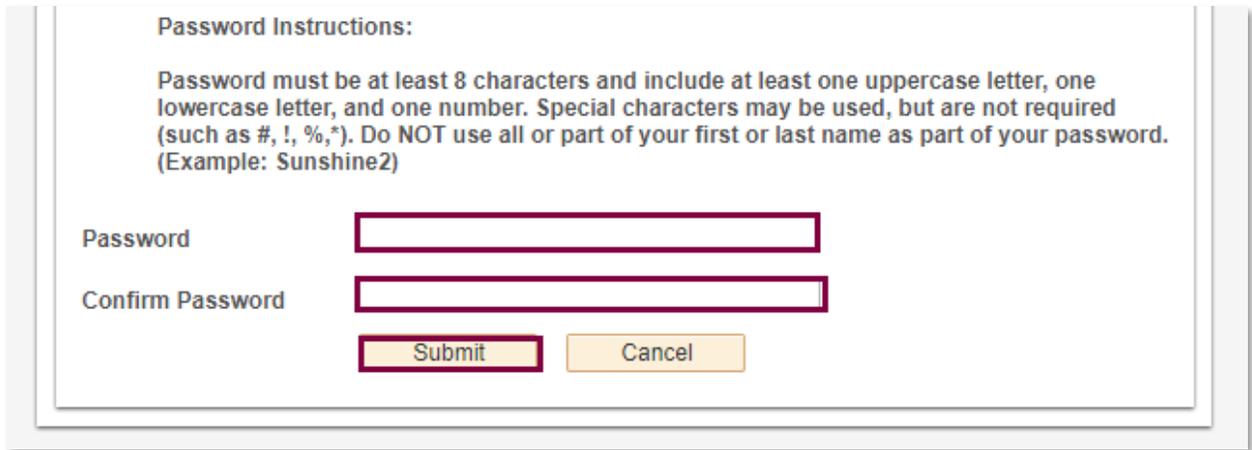
Step 5: Enter the following:

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

Figure 4 ctclink security question and password screen

Step 6: 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)

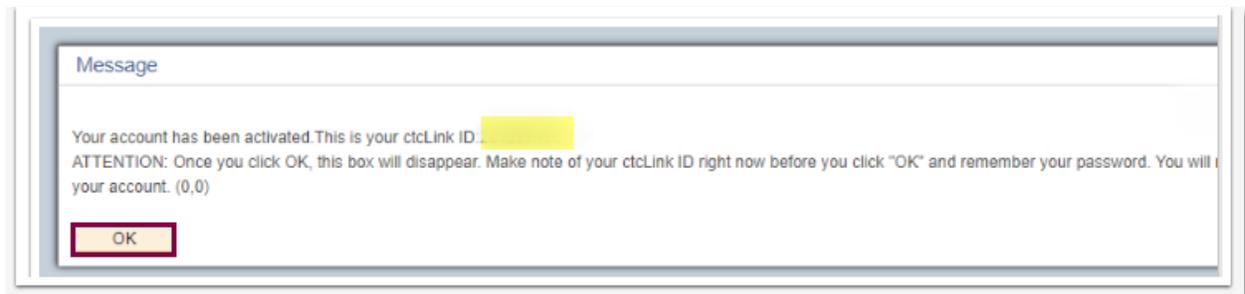
Password

Confirm Password

Figure 5 ctclink Password Screen

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.

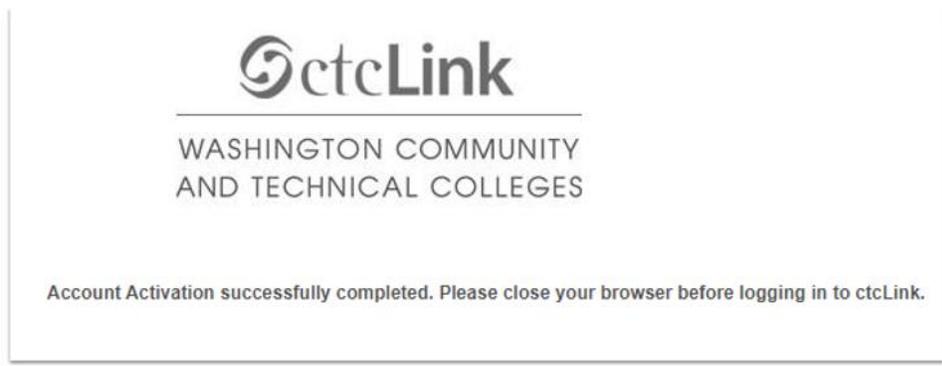


Message

Your account has been activated. This is your ctclink ID: [REDACTED]

ATTENTION: Once you click OK, this box will disappear. Make note of your ctclink ID right now before you click "OK" and remember your password. You will need your account. (0,0)

Figure 6 ctclink Confirmation Page with ctclink ID number



ctclink

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Account Activation successfully completed. Please close your browser before logging in to ctclink.

Figure 7 ctclink account activation complete pop up message

