Activate Your ctcLink Account
Step 1

Open an internet browser and go to the Skagit Valley College website: [www.skagit.edu](http://www.skagit.edu)
Step 2

Click on **MySVC** located in the top right navigation.
Step 3

Once on the MySVC page select **ctcLink**. You can also go to [https://wa040.ctclink.us](https://wa040.ctclink.us)
Step 4

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

Note: if you are a returning student, use the drop down menu to select *SID (old)* for the ID TYPE.
Step 6

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.
* The answer to the security question must be at least six characters.
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.
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.

If you do forget to write down your ctcLink ID you can use the ctcLink ID lookup tool: [https://secure.skagit.edu/stuctclinkid.asp](https://secure.skagit.edu/stuctclinkid.asp)