

# Activate Your ctcLink Account

---

# Step 1

---

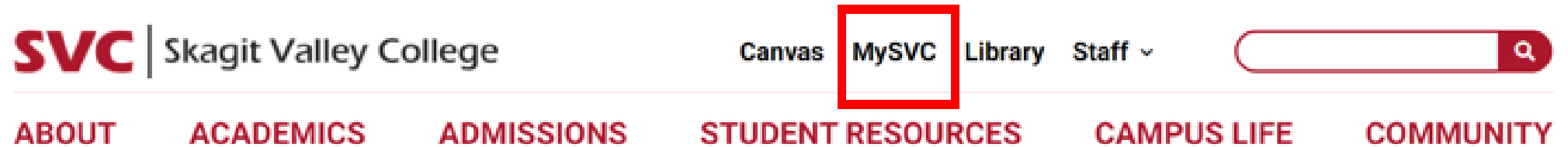
Open an internet browser and go to the Skagit Valley College website: [www.skagit.edu](http://www.skagit.edu)



# Step 2

---

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



# Step 3

---

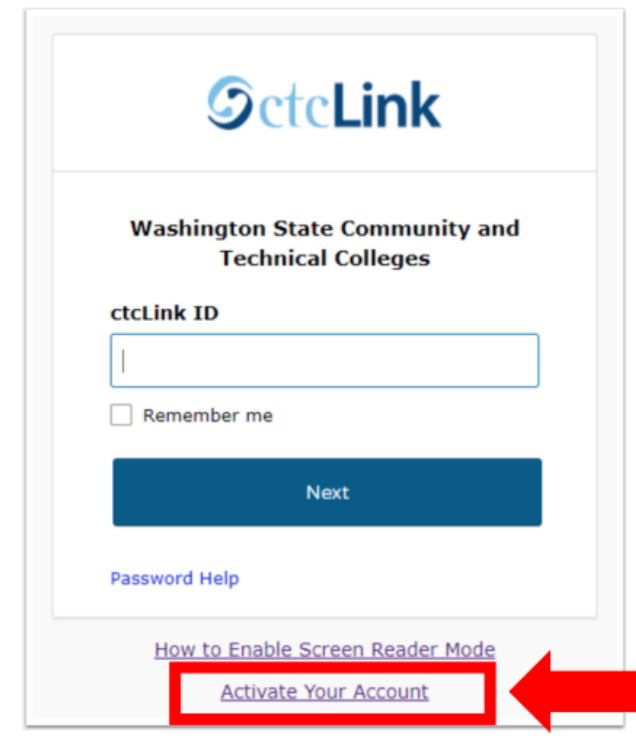
Once on the MySVC page select **ctcLink**. You can also go to <https://wa040.ctclink.us>



# 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.

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

\*ID Type  ID

The screenshot shows the 'Activate Your Account' form for ctcLink at Washington Community and Technical Colleges. The form includes the following fields:

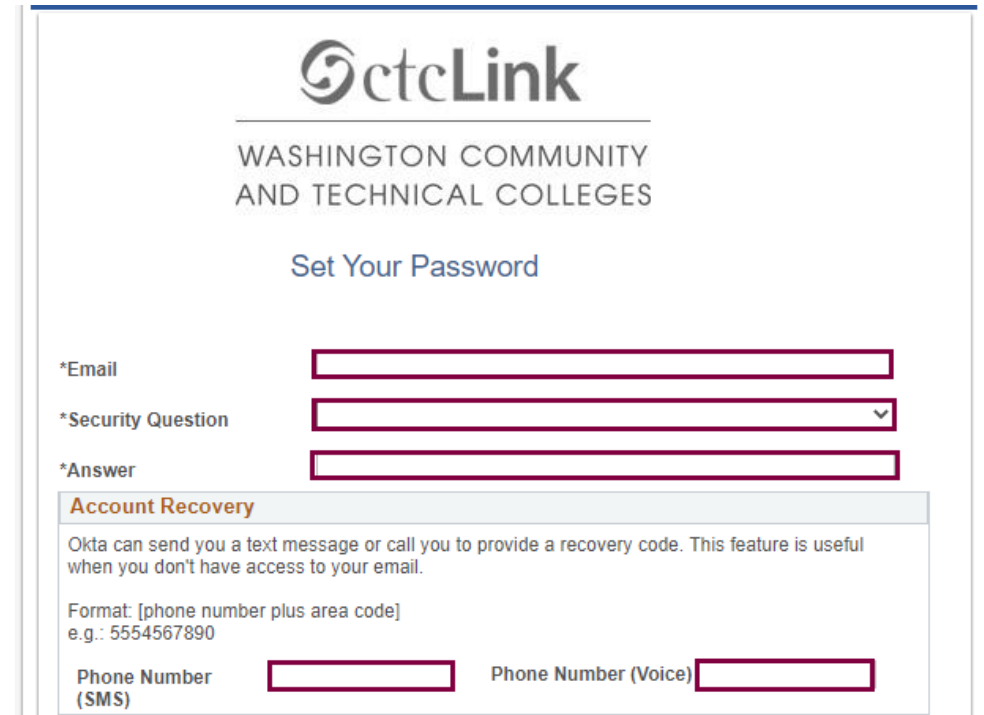
- \*First Name:
- \*Last Name:
- \*Date Of Birth (MM/DD/YYYY):
- \*ID Type:  ID

A yellow 'Submit' button is located at the bottom right of the form.

# Step 6

Enter the following:

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



The screenshot shows the 'Set Your Password' page for ctcLink. At the top, the logo 'ctcLink' is displayed above the text 'WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. Below this, the heading 'Set Your Password' is centered. There are three input fields: '\*Email' (a text box), '\*Security Question' (a dropdown menu), and '\*Answer' (a text box). Below these fields is a section titled 'Account Recovery' with a light blue background. It contains the text: '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.' Below this text, it says 'Format: [phone number plus area code]' and 'e.g.: 5554567890'. At the bottom of this section, there are two input fields: 'Phone Number (SMS)' and 'Phone Number (Voice)'. The entire form is enclosed in a thin border.

## 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.

**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.

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

