



Activating Your ctclink Account

1. Navigate to the **ctclink sign-in and activate-your-account** page at url: <https://ptprd.ctclink.us/psp/ptprd/?cmd=login> or access via the ctclink log-in link at ITServices.seattlecolleges.edu. (menu >ctclink)
2. Click the **First Time User?** Link.

First Time Account Activation window

3. Enter your **First Name** and **Last Name**. Please make sure you have entered your name correctly. (If your legal name is a single name—such as *Pran, Madonna* or *Nani*—you must enter a hyphen (-) in the First Name field and enter your single name in the Last Name field.)
4. Enter your **Date of Birth**(MM/DD/YYYY) as shown or use the calendar icon.
5. From the drop down menu select **SID (old)** or if you have your EMPLID, **ctclink ID (new)** since in the ctclink system you are a new employee.
6. Enter either your SID (old ID#) or ctclink ID – EMPLID.

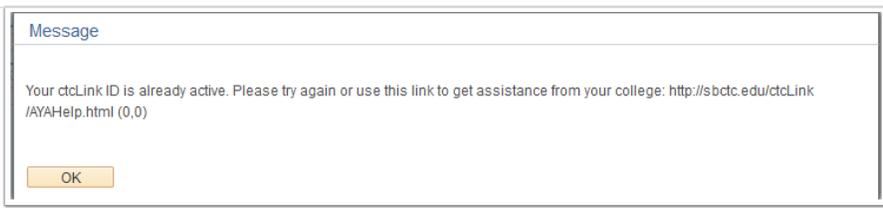
7. Enter the **Captcha** information in the “Type the text” field. (see detailed instructions below)
8. Click the **Submit** button.

CAPTCHA Instructions

- Please enter the letters or numbers you see in the box, separated by a space if there is more than one set of letters or numbers.
- If you are not sure what the words are, enter your best guess or click the reload button next to the distorted words or numbers to try again.
- Visually impaired users can click the audio button to hear a set of words to enter.
- An asterisk (*) denotes a required field.

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Note: If an account has already been activated user will receive an error message like the one depicted (right).

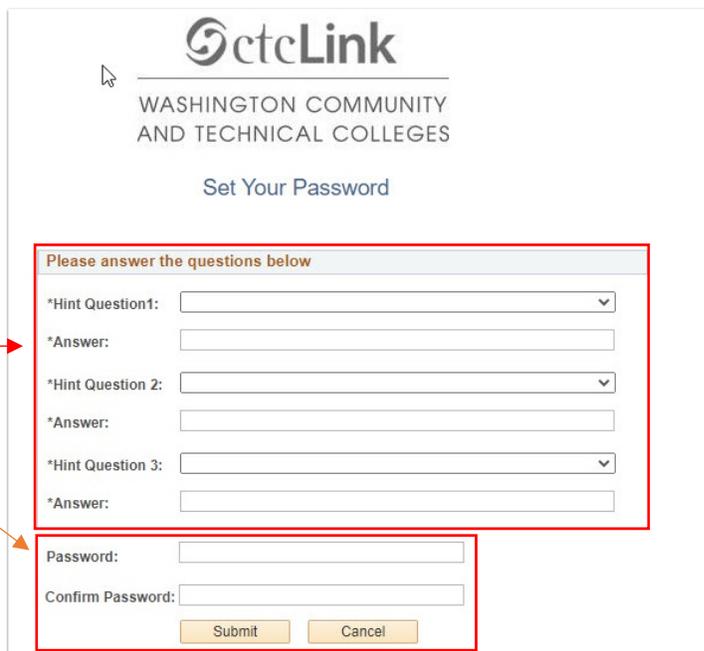


If the user cannot remember their password, they can use the [Forgot your password?](#) link found on the login page to reset their password. Instructions for how to reset a forgotten password can be found in the [9.2 Resetting Your ctcLink Password/Forgot Your Password](#) Quick Reference Guide.

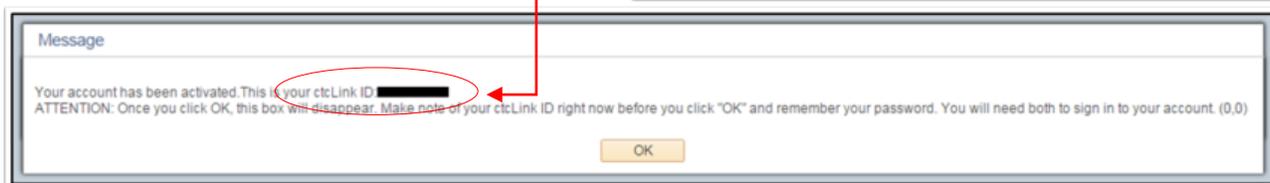
They will need to enter all three challenge questions that they established when they originally activated their account to perform their own password reset. If still unsuccessful, the user may request their challenge questions be deleted (contact IT Services HelpDesk) and they can restart their account activation process again.

Setting Your Password

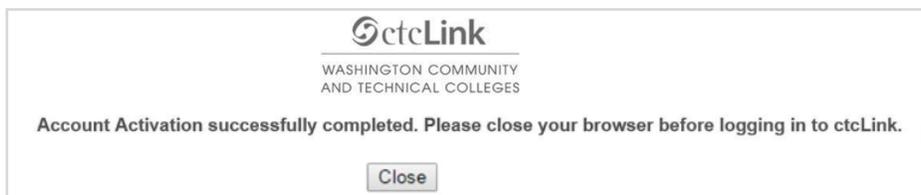
1. Select your preferred **Hint Questions**.
2. Provide **Answers** to your security questions.
3. Create your **Password**.
(At least 8 characters, including upper and lower case and a number or special character.)
4. **Confirm** your **Password**.
5. Click the **Submit** button.



6. A pop-up window will appear.
Make note of your ctcLink ID - EMPLID & Password - required for account logon after activation.
7. Click the **OK** button.



8. Click the Close button & **CLOSE ALL BROWSERS** to complete the update. You have successfully activated your ctcLink account.



PLEASE NOTE: When prompted to close your browser(s), make sure to **close ALL browsers completely** for update to take place.



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itservices.seattlecolleges.edu

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Doc applies to all campuses - 1/29/21