



# MySeattleColleges Account Set-up

MySeattleColleges account logon provides access to college resources, such as email, wifi, computers & online student or employee services. **NOTE – These new instructions apply when Seattle Colleges’ move to the ctLink system is complete and your ctLink ID (EMPLID) & password replaces the old SID/PIN. You may continue to use your SID/PIN to log into MySeattleColleges Login Tools page until this time - TBA.**

## How to Find your Login Name & Set your Password

You’ll need your **ctLink ID (EMPLID) & ctLink Password** or **SID & PIN**, and a computer with **internet & web browser**. (Staff need to use another accessible computer, if your office computer needs you to log in.)

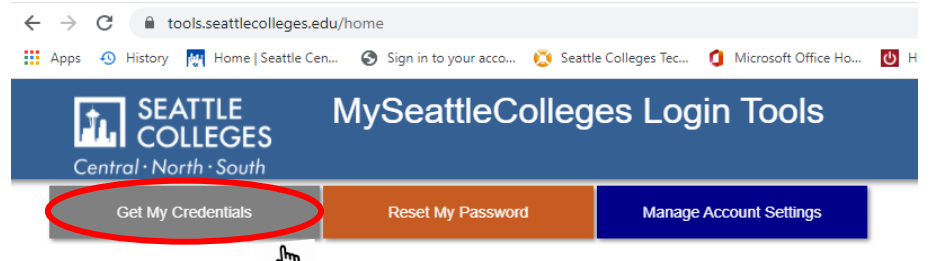
1. On the computer, **open a browser** (such as Chrome, FireFox, Safari or Internet Explorer)

You will now go to the [MySeattleColleges Login Tools Page](#) where you can find your login username and set a password for your first time use. **Setting a password initializes your MySeattleColleges account.**

2. **Type the following address** (also called a URL) **into the address bar** (at top of browser window), **”tools.seattlecolleges.edu”** and **press the enter button.**



3. Select the **Get My Credentials** button to request your Login Name.



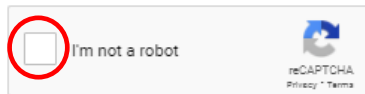
### Get My Credential page opens.

This form will retrieve your MySeattleColleges login credentials.

ctcLink ID (EMPLID):

Password:

**Don't have your ctcLink ID (EMPLID)? Use your SID/Pin to get your MySeattleColleges account info instead.**



Cancel

4.
  - a. Enter your **ctcLink ID (EMPLID)** number in the ctcLink ID (EMPLID) box.
  - b. Enter your **ctcLink Password** in the password box. **OR you may choose to enter your SID & PIN instead of ctcLink ID (EMPLID) by clicking this link.** (TIP > click the eye icon to check the numbers you entered)
  - c. Check the **“I’m not a robot”** box for reCAPTCHA test. *IF a group of pictures appears select the indicated pictures & click the **verify** button below the pictures.*
  - d. Click the **Show Credentials** button.

The **Credentials Success!** page opens showing your **MySeattleColleges Credentials**

**Success! BE SURE TO NOTE YOUR LOGIN CREDENTIALS - USERNAME AND EMAIL**

Campus Computer and Wi-Fi Login: **Ginger.Nguyen** ← **Campus Computers & WiFi Login USERNAME**

First Name: Ginger  
Last Name: Nguyen

Email Address and Office 365 Login: **Ginger.Nguyen@seattlecolleges.edu** ← **Email Address & Office 365 Login**

Note: Certain services may require the full email address or just the username, first.last for logon access.

**5. To Initialize your MySeattleColleges account, you need to set your password.** Click the **Set/Reset Password** button.

**Set/Reset Password**

**Set/Reset Password** page opens.

### Reset My Password

This form will reset your MySeattleColleges login password.

ctcLink ID (EMPLID):  ← **6. a.** Enter your ctcLink ID (EMPLID) & ctcLink Password.  
**OR you may choose to enter your SID & PIN instead of your ctcLink ID (EMPLID) & password by clicking this link.**

CTCLink Password:  ← **6. a.**

**Don't have your ctcLink ID (EMPLID)? Use your SID/Pin to reset my password instead.** ← **6. b.** Click to View Password Policy, if not displayed.

**View Password Policy** ← **6. b.**

Desired Password:  ← **6. a.** Enter your *desired password* in both boxes. They must match & you must follow the requirements shown below.

Desired Password Again:  ← **6. a.**

I'm not a robot ← **6. d.** Click the "I'm not a robot" button and take the reCAPTCHA test IF it opens. (see pg.1 > 4.c)

**6. e.** Click the **Reset Password** button.

**Reset Password**

**Passwords must:**

- Have at least 8 characters.
- Have at least 1 upper case character.
- Have at least 1 lower case character.
- Have at least 1 special character.(!@#\$\$%^&\*)
- Have at least 1 number.
- ...**NOT** include your name, your username, your initials, or your SID.
- **NOT** reuse 4 previous passwords

**The Success! page opens confirming you've set your password successfully.** →

- **Password expires in 120 days.**
- It may take up to 10 mins. for password to work.
- You can **Reset password** at MySeattleColleges Login Tools page at "[tools.seattlecolleges.edu](https://tools.seattlecolleges.edu)", before expiry or if you've forgotten or if you wish to change it. (see pg.1, steps 1. & 2.)
- **Make sure you have your credentials.**
- **Close the window** when you are finished.

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### MySeattleColleges Login Tools

**Success!**

Your MySeattleColleges login password was changed successfully. It may take up to **10 minutes** to sync to all services. Account details below:

Campus Computer and Wi-Fi Login: First.Last  
First Name: First  
Last Name: Last  
Email Address and Office 365 Login: First.Last@seattlecolleges.edu

Note: Certain services may require the full email address or just the username, first.last for logon access.



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