



MySeattleColleges Account Set-up

Your MySeattleColleges account logon is used to access college resources such as email, O365, wifi, computers, Starfish & other online student & employee services. **NOTE – As Seattle Colleges completes the move to ctLink systems your ctLink ID (EMPLID) & password will replace your old SID/PIN for login to the MySeattleColleges Tools page** for: account activation, set/reset password & get account information (including ctLink acct info). **Option to use SID/PIN to log into MySeattleColleges Login Tools page** available until further notice.

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.



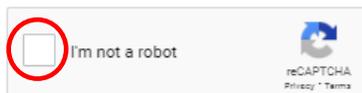
Get My Credential page opens.

This form will retrieve your MySeattleColleges login credentials.

ctLink ID (EMPLID):

Password:

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



Cancel

4. **a.** Enter your **ctLink ID (EMPLID)** number in the ctLink ID (EMPLID) box.
b. Enter your **ctLink Password** in the password box. **OR you may choose to enter your SID & PIN instead of ctLink 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

View your

- MySeattleColleges username
- MySeattleColleges first & last name
- ctcLink ID (EMPLID) number
- ctcLink first & last name
- SID number (old ID)
- email address
- Office 365 Login

Success!

Campus Computer and Wi-Fi Login: Ginger Nguyen

First Name: Ginger
 Last Name: Nguyen
 ctcLink ID (EMPLID): 12-██████████789
 ctcLink First Name: Ginger
 ctcLink Last Name: Nguyen
 SID: 98-██████████21

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

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

Set/Reset Password page opens.

You may also go directly to Reset Password from the Reset My Password button at the Tools page window.



Reset My Password

This form will reset your MySeattleColleges login password.

ctcLink ID (EMPLID):

CTCLink Password:

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.**

Don't have your ctcLink ID (EMPLID)? Use your SID/Pin to reset my password instead.

b. Click to View Password Policy, if not displayed.

Desired Password:

Desired Password Again:

Enter your *desired password* in both boxes. They must match & you must follow the requirements shown below.

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

I'm not a robot

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

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

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", *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.



← SCAN to visit us
itservices.seattlecolleges.edu

ITHelp@seattlecolleges.edu