



# 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. Use your **ctcLink ID (EMPLID) & password** (replaces old SID/PIN) **for login to the MySeattleColleges Tools page** for: account activation, set/reset password & get account information (including ctcLink acct info).

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

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

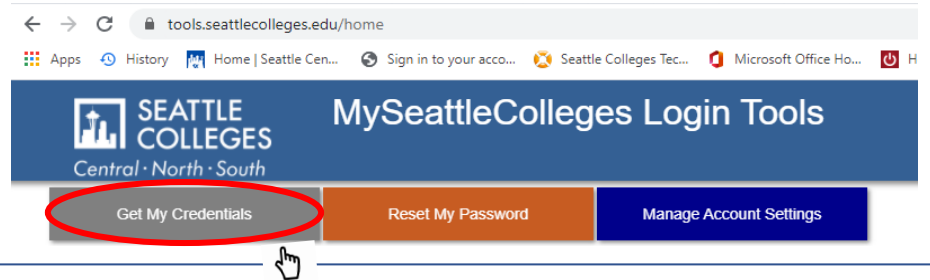
1. On the computer, **open a browser** (such as Chrome, FireFox, Safari or Internet Explorer)

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.

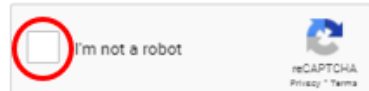


### Get My Credential

This form will retrieve your MySeattleColleges login credentials.

ctcLink ID (EMPLID):

Password:



4.
  - a. Enter your **ctcLink ID (EMPLID)** number in the ctcLink ID (EMPLID) box.
  - b. Enter your **ctcLink Password** in the password box. (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

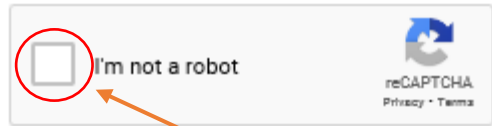
This form will reset your MySeattleColleges login password.

ctcLink ID (EMPLID):

CTCLink Password:

Desired Password:

Desired Password Again:



- 6. a.** Enter your ctcLink ID (EMPLID) & ctcLink Password.
- b.** Click to View Password Policy, if not displayed. Enter your *desired password* in both boxes. They must match & you must follow the requirements shown below.
- d.** Click the "I'm not a robot" button and take the reCAPTCHA test IF it opens. (see pg.1, step 4.c)
- e.** Click the **Reset Password** button.

**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, 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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[ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu)