



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).

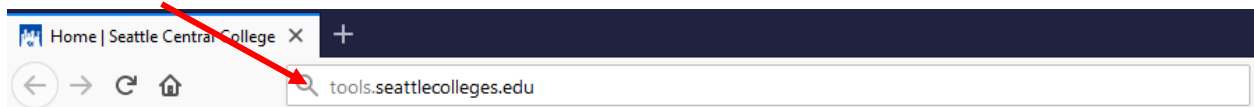
How to Find your MySeattle Colleges Login Name & Set your Password

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.)

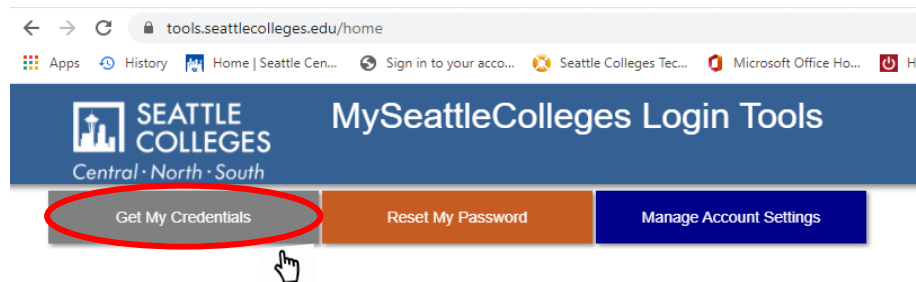
1. On the computer, **open a browser** (such as Chrome, FireFox, Safari or Edge.)

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.

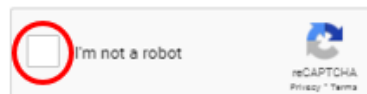


Get My Credential

This form will retrieve your MySeattleColleges login credentials.

ctcLink ID (EMPLID):

Password:



Get My Credentials page opens.

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: 98-01

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.

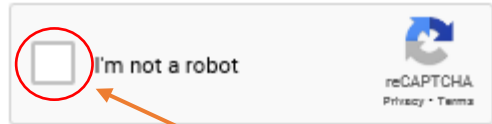
ctcLink ID (EMPLID):

CTCLink Password:

[View Password Policy](#)

Desired Password:

Desired Password Again:



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.



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, 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.

6. a. Enter your **ctcLink ID (EMPLID)** & **ctcLink Password**.

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

c. 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

SEATTLE COLLEGES
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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