



## Set/Reset MySeattleColleges Password and Password Requirements

1. Go to <https://tools.seattlecolleges.edu>
2. Click the **Create/Reset My Password** button on the tools page.
3. Enter your **ctcLink ID & ctcLink password**.
4. Check the “I’m not a robot” box and take captcha test.
5. **Create a password** for your MySeattleColleges login.

You MUST meet the **password requirements** listed below.

### Password Requirements:

- 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 ctcLinkID/EMPLID or an old SID.
- *NOT* reuse 4 previous passwords

6. Click “Reset Password”. **Your Username will be displayed.**

Your MySeattleColleges login is ready to use with your username and password.

For assistance contact the IT Help Desk - [ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu)

More information available at - <https://itservices.seattlecolleges.edu/it-help-desk>

North 206.934.3630 ♦ Central 206.934.6333 ♦ South 206.934.5844 ♦ LiveChat line <https://direct.lc.chat/11900901/3>



← SCAN to visit us  
[itservices.seattlecolleges.edu](https://itservices.seattlecolleges.edu)

REQUEST help  
[helpdesk.seattlecolleges.edu](https://helpdesk.seattlecolleges.edu)