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 15 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.