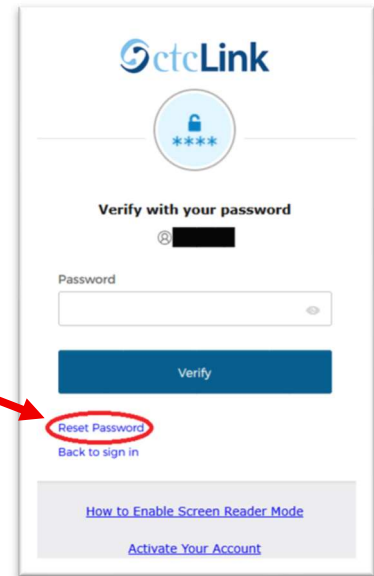




# Reset Passwords – Quick Steps

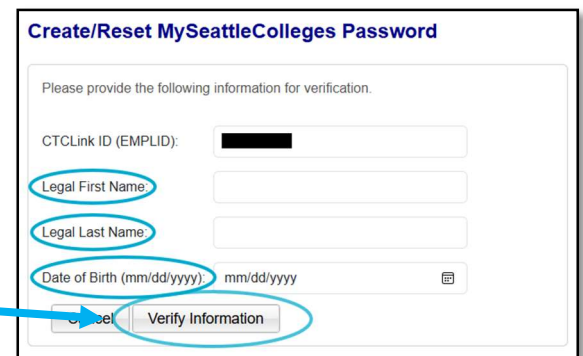
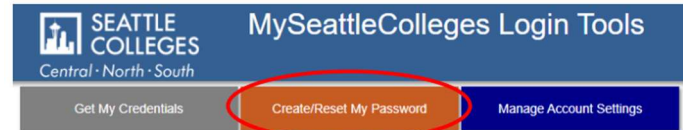
## Reset Your ctclink Password

1. Navigate to the [ctclink Sign-In page](https://myaccount.ctclink.us).  
(<https://myaccount.ctclink.us>)
2. Enter your **ctclink ID** and click on the “Next” button.
3. Select the “**Reset Password**” link at the bottom of the box.
4. The “Reset Your Password” window opens.
5. Select **Email** or **Phone** (text or voice call) to receive a text code.
6. Enter the verification code in the field provided and click “Verify.”



## Create/Reset Your MySeattleColleges Password

1. Go to the [MySeattleColleges Login Tools page](https://tools.seattlecolleges.edu).  
(<https://tools.seattlecolleges.edu>)
2. Choose the “**Create/Reset My Password**” tab.
3. When the window opens, enter your **ctclink ID (EMPLID)**.
4. Click the box for “**I’m not a robot**” then click on “**Find My Account**”.
5. Enter your **Legal First Name, Legal Last Name, and Date of Birth** in the corresponding fields and click the button labeled “**Verify Information**”.
6. Enter a new MySeattleColleges password.
7. Click “Reset Password”.



**\*NOTE:** The system only allows for a single MySeattleColleges password change every 24 hours.

For assistance contact the IT Help Desk at [ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu)  
[Find more information on the IT Help Desk at the IT Services website](https://www.seattlecolleges.edu/ITServices)

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



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