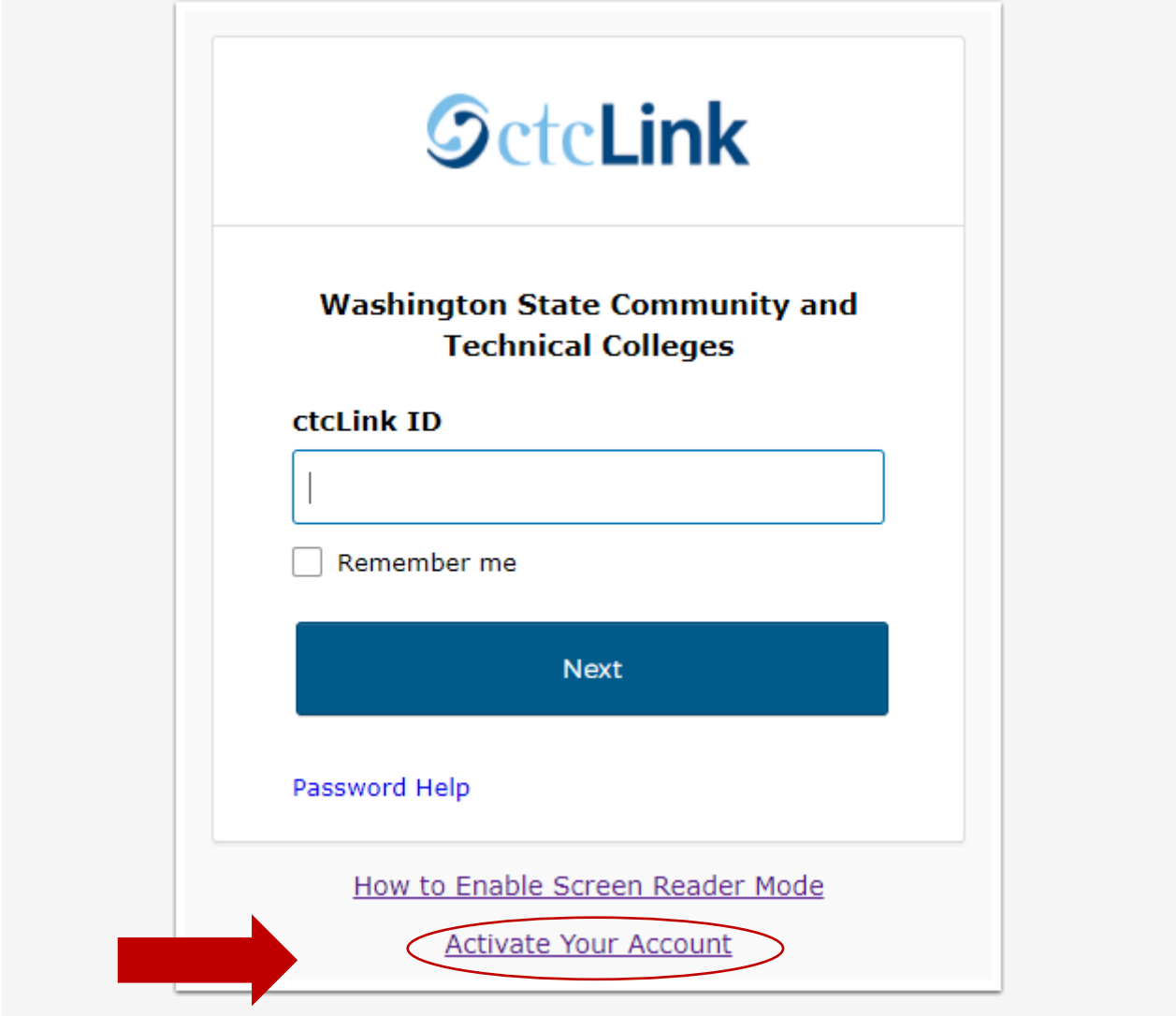
Activate Your ctcLink Account

1. Navigate to the **ctcLink Sign In** page (https://gateway.ctclink.us)
2. Select the **Activate Your Account** link.

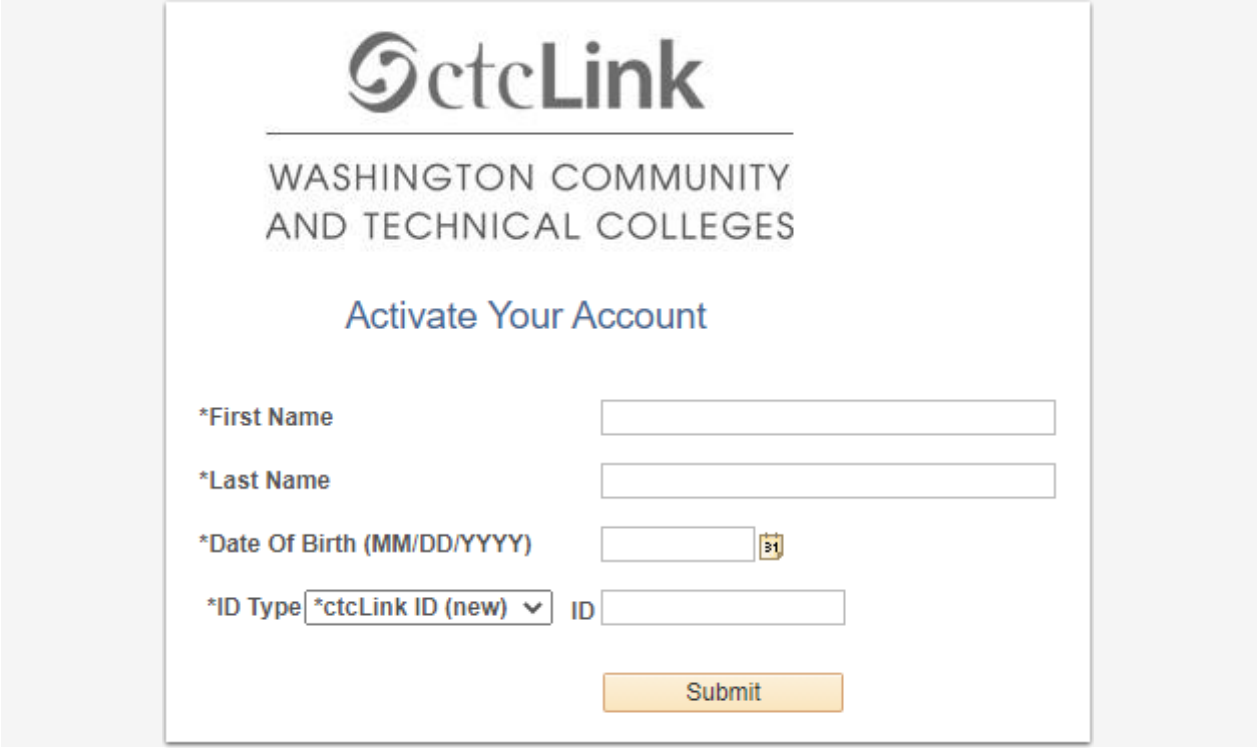


3. Select the **OK** button when the redirection pop up message displays.
4. The **Activate Your Account** page displays.

5. Enter your **First Name** and **Last Name**. Please make sure you have entered your name correctly. *(If your legal name is a single name—such as Pran, Madonna or Nani - you must enter a hyphen (-) in the First Name field and enter your single name in the Last Name field.)*
6. Enter your **Date of Birth** (MM/DD/YYYY) as shown or use the calendar icon.
7. From the drop-down menu select:

    - **ctcLink ID** (new) if you are a new student or employee.
    - **SID** (old) if you are a current or returning student or employee or do not already have a ctcLink ID.

8. Enter either your **ctcLink ID** or **SID**.
9. Select the **Submit** button.



Set Your Password

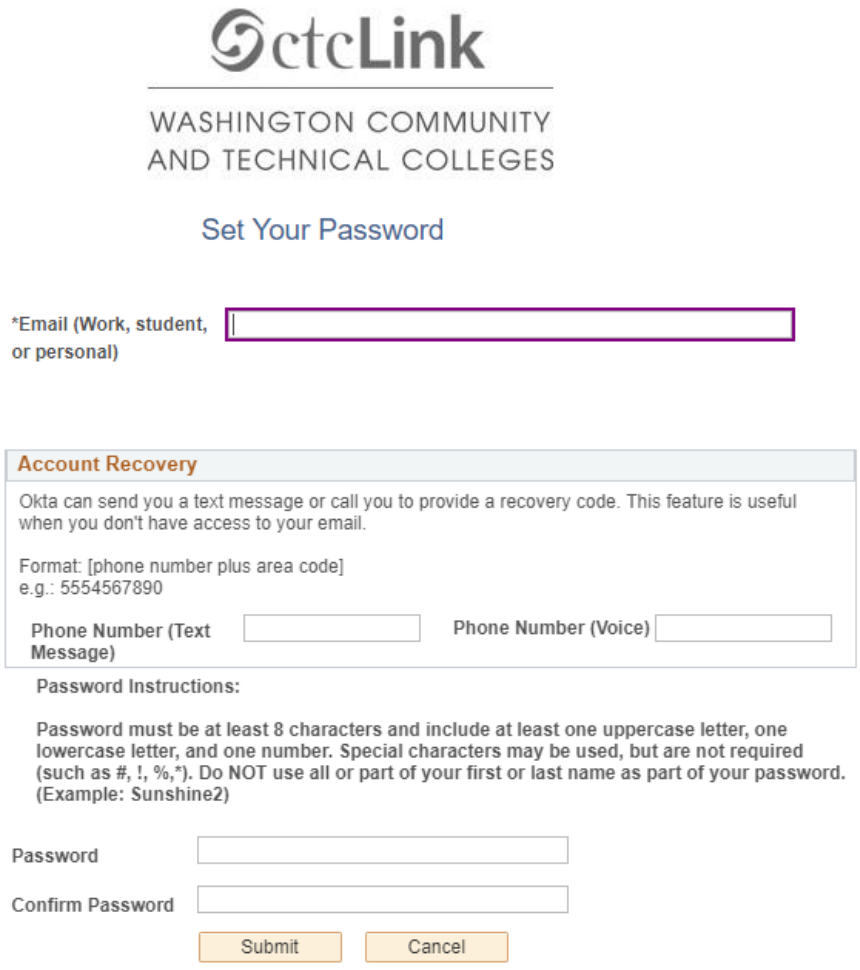
10. The **Set Your Password** page displays.

    This page is used to set up your password and your account recovery options.

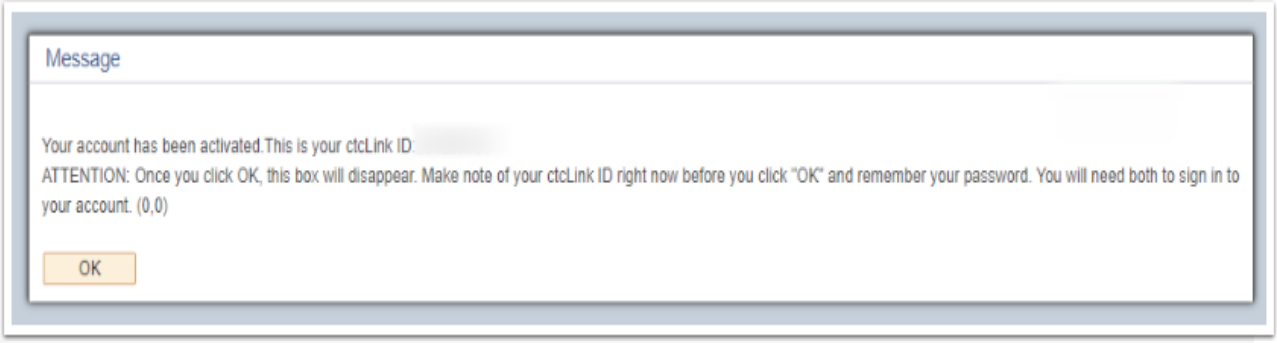
11. Enter you preferred **Email** address.
12. Additional Account Recovery options located in the **Account Recovery** box.

    a. Enter **Phone Number** for text (SMS) option. (no dots, no dashes, no spaces)
    b. Enter **Phone Number** for voice option. (no dots, no dashes, no spaces)

13. Create your **Password**. (At least 8 characters, including at least one uppercase letter, one lowercase letter and one number. Special characters may be used but are not required. Cannot contain your first name, last name, birthday or ctcLink number.
14. **Confirm Password**.
15. Select the **Submit** button.

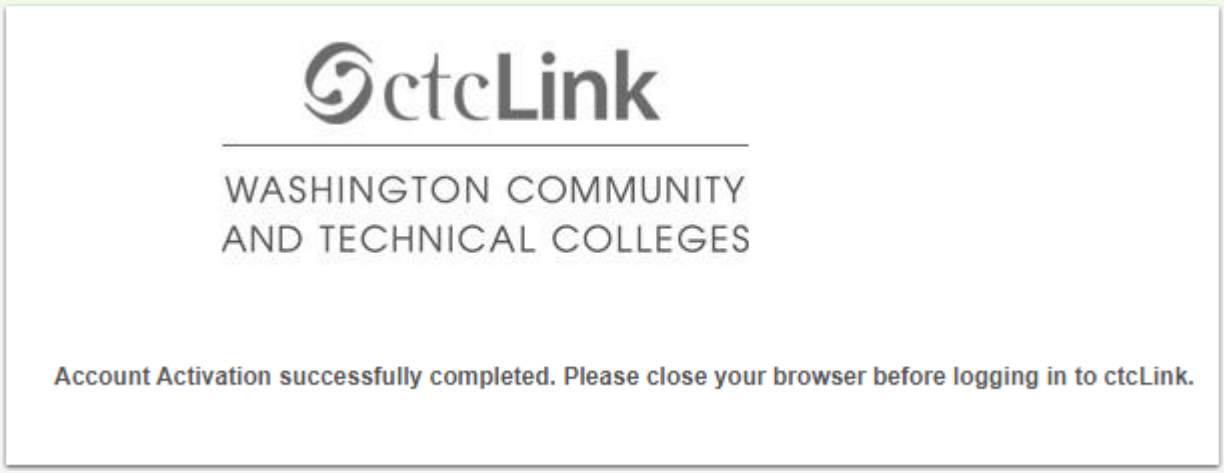


16. Select the **OK** button.



17. The Account Activation confirmation message displays.
18. **Make note of your new ID and Password.**
19. Close the browser tab.

***NOTE** - Please close your browser before attempting to log in to ctcLink.



PLEASE NOTE: When prompted to close your browser(s), make sure to ***close ALL browsers completely*** for update to take place.

20. You have successfully activated your ctcLink account.
21. End of procedure.

For help troubleshooting issues regarding activating your *student* ctcLink account, please contact Grays Harbor College Student Help Desk. If you are an *employee* in need of assistance, please contact the Grays Harbor College Help Desk via email at helpdesk@ghc.edu or call 360-538-4064.