**Activating Your ctcLink Account**

**Quick Reference Guide**

**Purpose:** Use this document as a reference for activating your account in ctcLink.

**Audience:** College faculty, staff and students.

- **Note:** Ensure that pop-up blockers are disabled in your browser.

**Activate Your Account**

1. Navigate to the ctcLink Login page.
2. Click the **First Time User?** link.
3. 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.)*
4. Enter your **Date of Birth** (MM/DD/YYYY) as shown or use the calendar icon.
5. From the drop down menu select:
   - **SID** (old) if you are a current or returning student or employee.
   - **ctcLink ID** (new) if you are a new student or employee.
6. Enter either your SID or ctcLink ID.
7. Enter the **Captcha** information in the “**Type the text**” field.
8. Click the **Submit** button.

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8. Click the **Submit** button.
Set Your Password
1. Select your preferred Hint Questions.
2. Provide Answers to your security questions.
3. Create your Password. (At least 8 characters, including upper and lower case and a number or special character.)
4. Confirm your Password.
5. Click the Submit button.

6. A pop-up window will appear. Make note of your ctcLink ID.
7. Click the OK button.

8. Click the Close button.

9. You have successfully activated your ctcLink account. Make note of your new ID and Password.