Please update the following webpage with the information listed below:

Web Link: <https://northseattle.edu/online-services/ctclink-id-password-information>

**Activate your ctcLink Account**

If you are a current or returning student, you will get your new ctcLink (called EMPL ID in the system) when you activate your ctcLink account begin March 1st.

**New Students:** Your ctcLink ID number is included in the welcome email you receive from Seattle Colleges.

1. [Click here](https://ptprd.ctclink.us/psp/ptprd/?cmd=login) to access the ctcLink login portal.
2. Click on **‘First Time User?’** at the bottom of the login portal.
3. Enter the information requested and click submit.
	* If you do not have access to your SID (old ID), please submit an SID request form and submit it to ARRC@seattlecolleges.edu.
4. Set up your security questions.
	* Select 3 questions and answer your questions.
5. Create your password and confirm it. Then click **Submit.**
6. You will receive the following message **‘Account Activation successfully completed. Please close your browser before logging into ctcLink’.**
7. Click close. For security purposes, make sure you close your web browser before logging into ctcLink.

You can also view a step by step instruction PDF here or [click here](https://www.youtube.com/watch?v=2ksyfQM2IlY&feature=youtu.be) to watch an instructional video.

(please link the ctcLink ID activation PDF attached to this email).

**Forgot my ctcLink ID (EMPL ID)**

Write down your new ctcLink ID number (EMPL ID) when you receive your admissions welcome letter or upon activating your ctcLink account.

If, however, you forget it after you activate your account, you can login to <https://tools.seattlecolleges.edu/home> using your MySeattleColleges information, select Get My Credentials, and find your ctcLink ID (EMPL ID). If you continue to experience issues obtaining your ctcLink ID (EMPL ID), please contact the [IT HelpDesk](https://itservices.seattlecolleges.edu/contact-it-help-desk) at ITHelp@seattlecolleges.edu or through the [Online Web Help Desk](https://sd.seattlecolleges.edu/helpdesk/WebObjects/Helpdesk.woa) form.

**Forgot my ctcLink Password/ Resetting my ctcLink Password**

If you forgot your ctcLink password, please follow the steps below:

1. Navigate to the [ctcLink Login](https://ptprd.ctclink.us/psp/ptprd/?cmd=login) page.
2. Select the ‘**Forgot your password?’** link.
3. Enter your ctcLink ID
4. Press the Tab or Enter key on your keyboard.
5. Your security questions will display. Provide an answer for each security question.
6. Enter your new P**assword**.
7. Confirm your new **Password**.
8. Click the **Submit** button.
9. A pop-up window will confirm that your password has been reset.
10. Click the **OK** button.
11. Click the **Close** button.
12. Login into the ctcLink login page with your reset password.

If you continue to experience issues with your password, please contact the [IT HelpDesk](https://itservices.seattlecolleges.edu/contact-it-help-desk) at ITHelp@seattlecolleges.edu or through the [Online Web Help Desk](https://sd.seattlecolleges.edu/helpdesk/WebObjects/Helpdesk.woa) form.