

## Step by Step Guide – Signing Up for Your Course

### Before You Begin

1. Make sure you have activated your ctcLink account. If you haven't activated your account, ask your instructor for directions or toggle through the directions [at this link](#).
2. You will also need your 5-digit course number from your teacher before you can sign up for your class.

### Step 1

- Navigate to ctcLink from the *Students* page of the North Seattle College Website.
- Log in to your ctcLink account using your 9-digit Student Identification Number and the password you created when you activated your account.

Link to College Website: <https://www.northseattle.edu>

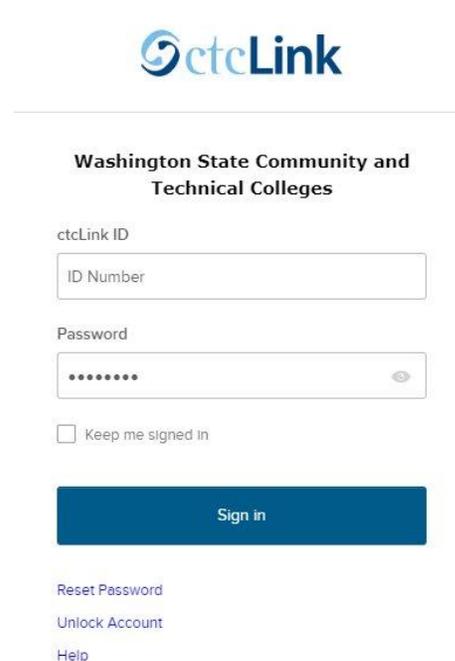
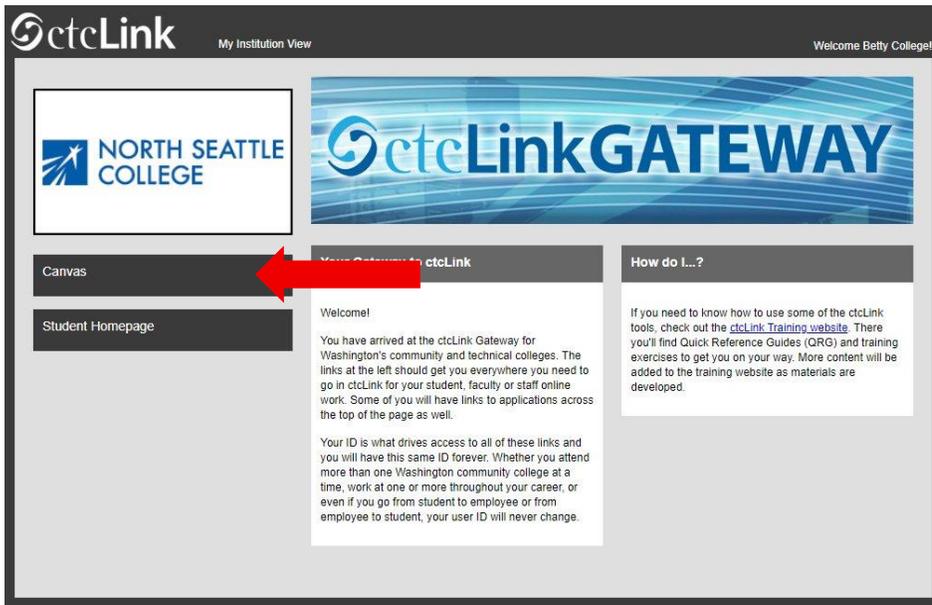


Image 1: Student Page with ctcLink logo highlighted

Image 2: Log-in Page

## Step 2

After logging in, you'll arrive at the screen shown below. Click on *Student Homepage*.



## Step 3

Click on the *Manage Classes* tile/icon.



## Step 4

From the menu on the left side of the page, select *Class Search and Enroll*.

## Step 5

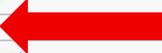
Scroll through the quarters and college names until you reach North Seattle College and the quarter for which you are signing up. **Select Winter 2026** even though it is your Fall Semester!

View My Classes	<b>WINTER 2024</b> Clover Park Technical College
View My Exam Schedule	<b>WINTER 2024</b> Whatcom Community College
Enrollment Dates	<b>WINTER 2024</b> Olympic College
<b>Class Search and Enroll</b>	<b>WINTER 2024</b> Everett Community College
Enroll by My Requirements	<b>WINTER 2024</b> Seattle Central College
Shopping Cart	<b>WINTER 2024</b> North Seattle College
Drop Classes	<b>WINTER 2024</b> South Seattle College
Update Classes	<b>WINTER 2024</b> Centralia College
Swap Classes	<b>WINTER 2024</b> Yakima Valley College
Browse Course Catalog	<b>WINTER 2024</b> Columbia Basin College
Planner	<b>WINTER 2024</b> Walla Walla Community College
	<b>WINTER 2024</b> Edmonds College
	<b>WINTER 2024</b> Renton Technical College

## Step 6

Enter the five-digit course number provided by your teacher in the *Search for Classes* field, then click on the arrow on the right.

Search For Classes ⓘ

31385   

Additional ways to search

Favorites

## Step 7

The results of your class search will appear. Since you searched by number, you'll only see your class. Click on the class number which will take you to the next screen.

### View Search Results

1 Course with keyword: 31385

**ENGL& 101**   
English Composition I  
1 Option Available for Class Number 31385

## Step 8

More information on your class will appear. Click on the tiny arrow on the right side of the screen.

ENGL& 101  
English Composition I  
★ Add to favorite courses  
▶ Course Information  
▼ Class Selection

Select a class option ⓘ Selected Filters 1

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open / Dropped	Regular Academic Session	LEC - Section CS1A - Class Nbr 31385	01/02/2024 - 03/20/2024	Arranged	[REDACTED]	Open Seats 20 of 30

## Step 9

Click the *Next* button.

Next >

**Step 1 of 3: Review Class Selection**  
You have selected  
ENGL& 101 English Composition I  
Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section CS1A - Class Nbr 31385	Regular Academic Session	01/02/2024 - 03/20/2024	Arranged	Open Seats 20 of 30

## Step 10

Make sure the *Enroll* button is selected and click *Accept*. You don't need a Permission Number, it's okay to leave it blank.

**Step 2 of 3: Review Class Preferences**

ENGL& 101 English Composition I  
LEC - Section CS1A - Class Nbr 31385 - Open

Do you wish to enroll or add the class to your Shopping Cart?

Enroll  Add to Shopping Cart

Permission Number ⓘ  
Enter Permission Number

Accept

## Step 11

Click on the *Submit* button.

**Step 3 of 3: Review and Submit**  
You have selected to enroll in  
ENGL& 101 English Composition I

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section CS1A - Class Nbr 31385	Regular Academic Session	01/02/2024 - 03/20/2024	Arranged	Open Seats 20 of 30

Submit

## Confirmation Screen – Success!

<a href="#">← ctclink Student Homepage</a>		Confirmation
<b>WINTER 2024</b> Undergraduate North Seattle College		
View My Classes		
View My Exam Schedule		
Enrollment Dates		
<b>Class Search and Enroll</b>	<b>ENGL&amp; 101 - English Composition I</b> This class has been added to your schedule.	
Enroll by My Requirements	<a href="#">Return to Class Search Results</a>	
Shopping Cart	<a href="#">Return to Keyword Search Page</a>	
Drop Classes		
Update Classes		
Swap Classes		

Full URL – Activating Your ctclink Account Information:

<https://www.seattlecolleges.edu/ctclink/ctclink-students/ctclink-help-resources-students>