

## Step by Step Guide

### Signing Up for your College in the High School Course

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Make sure you have activated your ctclink account. If you haven't activated your account, ask your instructor for directions or watch the video [at this link](#) (full URL below).

#### What You Need

You'll need your 4- or 5-digit course number from your teacher before you can sign up for your class.

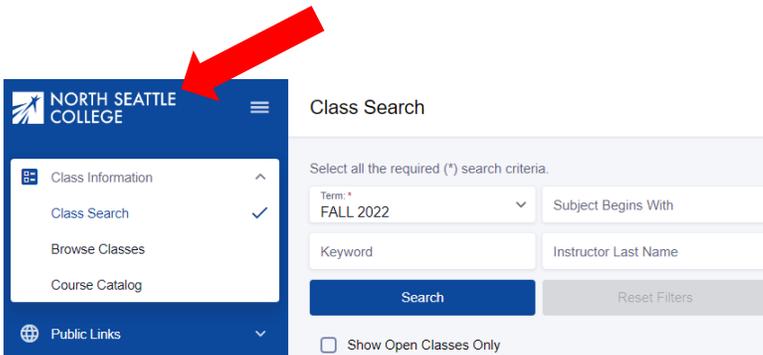
#### Step 1

Navigate to the class schedule from the North Seattle College website. (From a desktop, click on the magnifying glass in the upper right corner, then click on class schedule. From your phone, click on menu, quick links, and class schedule.)

<https://www.northseattle.edu>

#### Step 2

Click on the North Seattle College Logo. This will take you to the log-in for ctclink. (If the college name and logo don't appear, click on the three-line menu button, which should result in your screen appearing as shown below.) You won't be able to find your class from this location, so keep working through the steps.

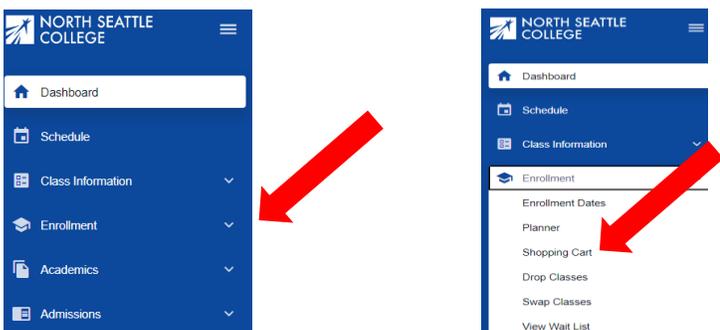


#### Step 3

Login to ctclink: 1) click on the *ctclink Login* icon in the upper left corner of the page, 2) enter your 9-digit ID number and click *Next*, 3) enter password and click *Verify*. You will have created your password when you activated your account. You should now see a *hello* message at the top of the screen followed by your name.

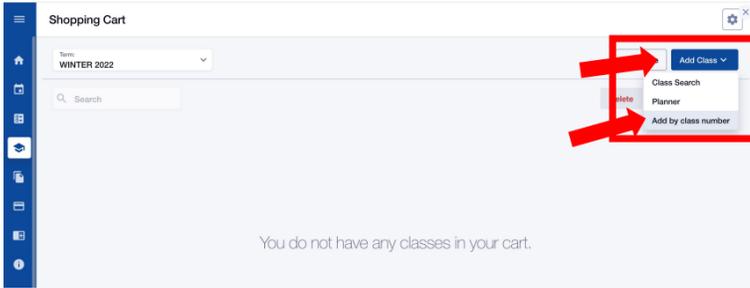
#### Step 4

Click on the arrow next to *Enrollment* from the menu on the left side of the page then click on *Shopping Cart*.



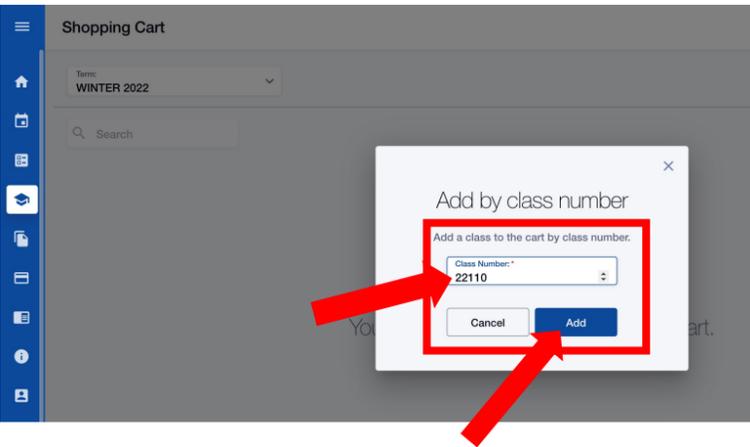
### Step 5

Click Add Class (blue button) and select *Add by class number*. Make sure you are in the right quarter. For Year-Long courses, you'll be signing up in Winter.



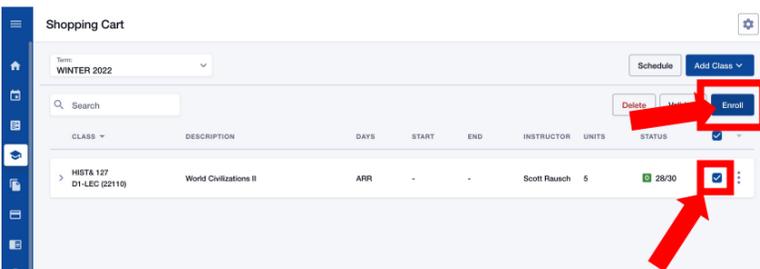
### Step 6

Enter the class number provided by your instructor (usually 4-5 digits), then click *Add*.



### Step 7

Check the box next to your class and click *Enroll*.



### Step 8

Click OK. With luck, you'll get notification that the class was added to your schedule. If you get an error message, please go back and make sure you used the right class number and try again. If that doesn't work, reach out to your instructor.



Contact Parvaneh Ahmadi if you need assistance at [parvaneh.ahmadi@seattlecolleges.edu](mailto:parvaneh.ahmadi@seattlecolleges.edu)

## Forgot Your ctclink Password or Resetting Your ctclink Password

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

1. Navigate to the [ctclink 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 **Password**.
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](#) at [ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu) or through the [Online Web Help Desk](#) form.

### Full URLs

Activating your account

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

Online Class Schedule

<https://wa063.ctclink.us/app/catalog/classSearch>