NORTH SEATTLE COLLEGE

Step by Step Guide
Enrolling in your College in the High School Course

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 this information from your instructor before you can enroll – the course number and your individual permission code.

Step 1
Go to the North Seattle College class schedule at this link (full URL included below).

Step 2
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.)

Step 3
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.)
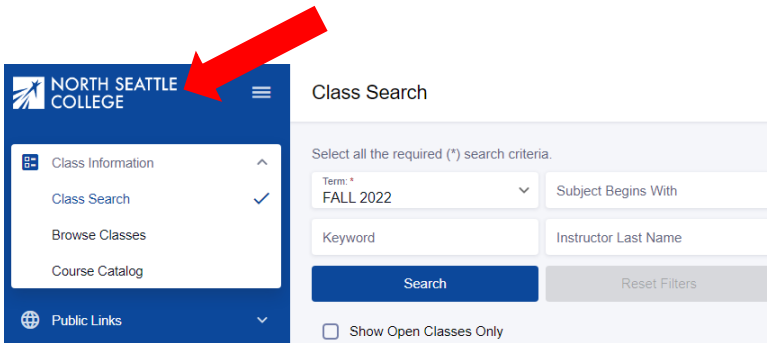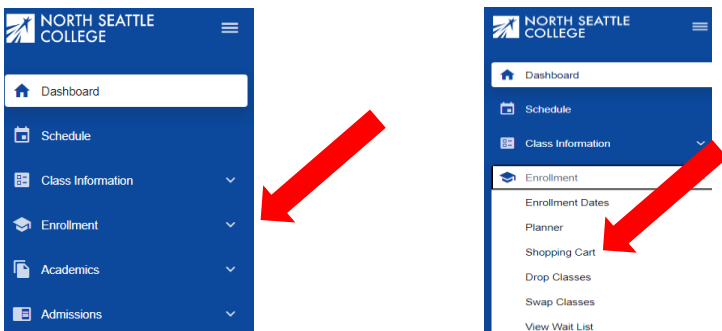

Step 4
Login to ctcLink: 1) click on the *ctcLink Login* icon, 2) enter your 9-digit ID number and click *Next*, 3) enter password and click *Verify*.
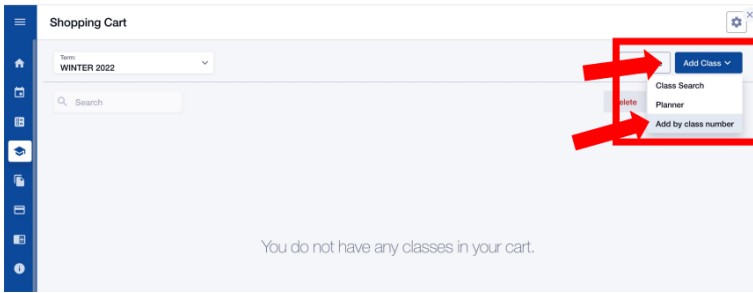
Step 5
Click on the arrow next to *Enrollment* from the menu on the left side of the page then click on *Shopping Cart*.
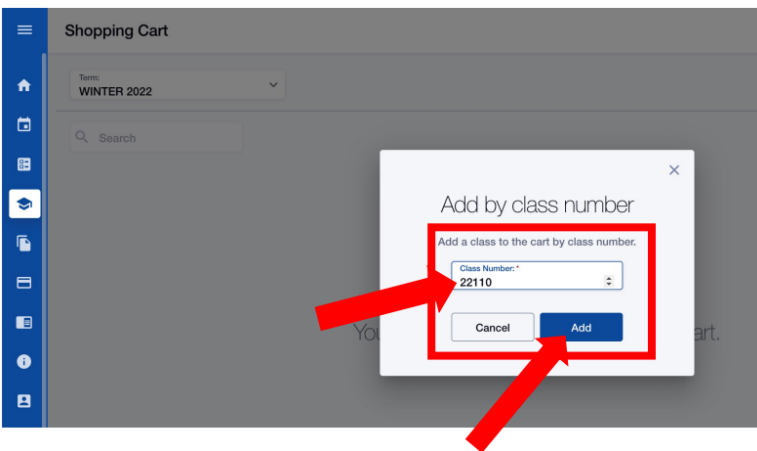
Step 6
Click Add Class and select *Add by class number*.

Step 7
Enter the class number provided by your instructor (usually 4-5 digits), then click *Add.*

Step 8
Enter your individual permission code (if needed) when prompted in the next screen then click *Save.* If you don't have a permission code, go ahead and click *Save*. You should be taken to Step 9. If not, please contact your instructor.

Step 9
Check the box next to your class and click *Enroll.*
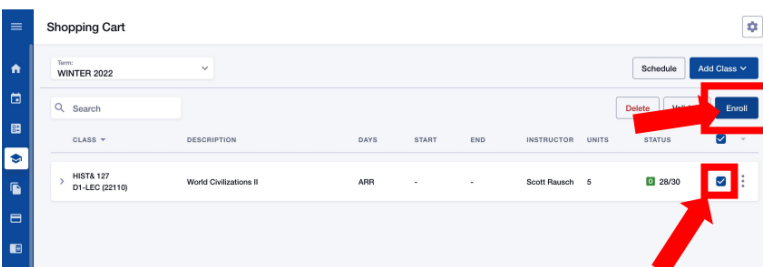
Step 10

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 permission code 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

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 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