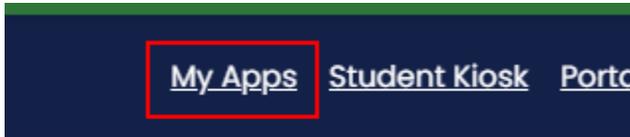


## ctcLink Account Activation -

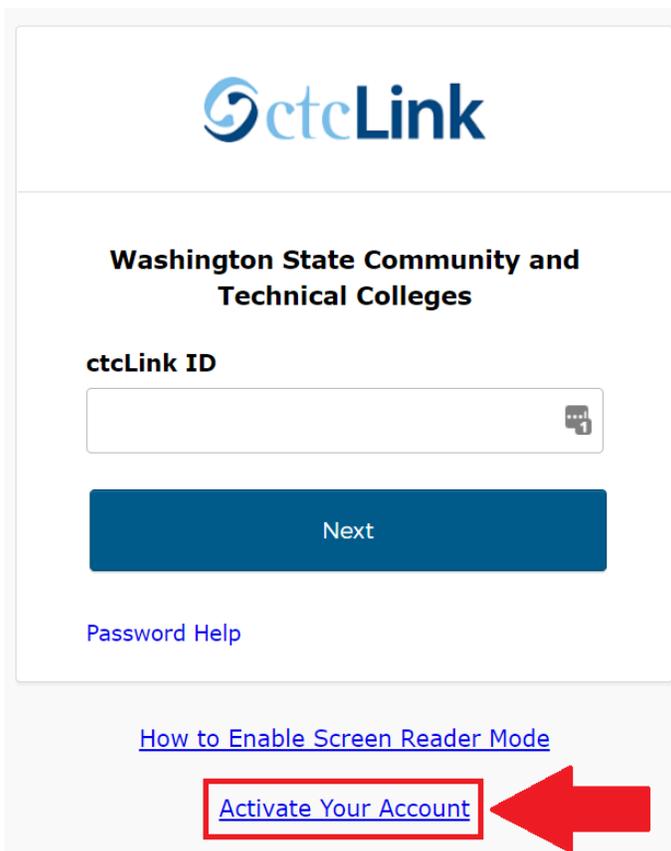
1. Click the “My Apps” link on the BBCC homepage ([www.bigbend.edu](http://www.bigbend.edu)). Sign-in to Okta with your BBCC network account.



2. In your “Big Bend Apps” dashboard, click the ctcLink icon.



3. At the ctcLink login page, click “Activate Your Account” link at the bottom.



4. On the activation page, provide your first name, last name, and date of birth.
- If you have your ctLink ID, leave the **ID Type** drop-down set to **\*ctLink ID (new)** and enter your ctLink ID.
  - If you have a SID# (919xxxxxx), change the **ID Type** drop-down to the **\*SID (old)** option, and enter your SID (919xxxxxx).
  - Click the **Submit** button to continue.



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Activate Your Account

\*First Name

\*Last Name

\*Date Of Birth (MM/DD/YYYY)

\*ID Type: \*SID (old)  ID

5. Provide the required account recovery information, then choose and confirm a new ctcLink password. Click the **Submit** button when done.

  
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Set Your Password

\*Email (Work, student, or personal)

\*Security Question

\*Answer

**Account Recovery**

Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email.

Format: [phone number plus area code]  
e.g.: 5554567890

Phone Number (Text Message)  Phone Number (Voice)

**Password Instructions:**

Password must be at least 8 characters and include at least one uppercase letter, one lowercase letter, and one number. Special characters may be used, but are not required (such as #, !, %, \*). Do NOT use all or part of your first or last name as part of your password. (Example: Sunshine2)

Password

Confirm Password

6.  Please record your ctcLink ID in the pop-up message – this is your new student number

Message

Your account has been activated. This is your ctcLink ID: [REDACTED]

ATTENTION: Once you click OK, this box will disappear. Make note of your ctcLink ID right now before you click "OK" and remember your password. You will need both to sign in to your account. (0,0)

7. Click **OK** and **close** your web browser.