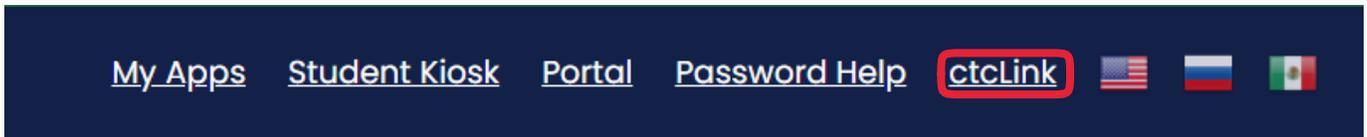
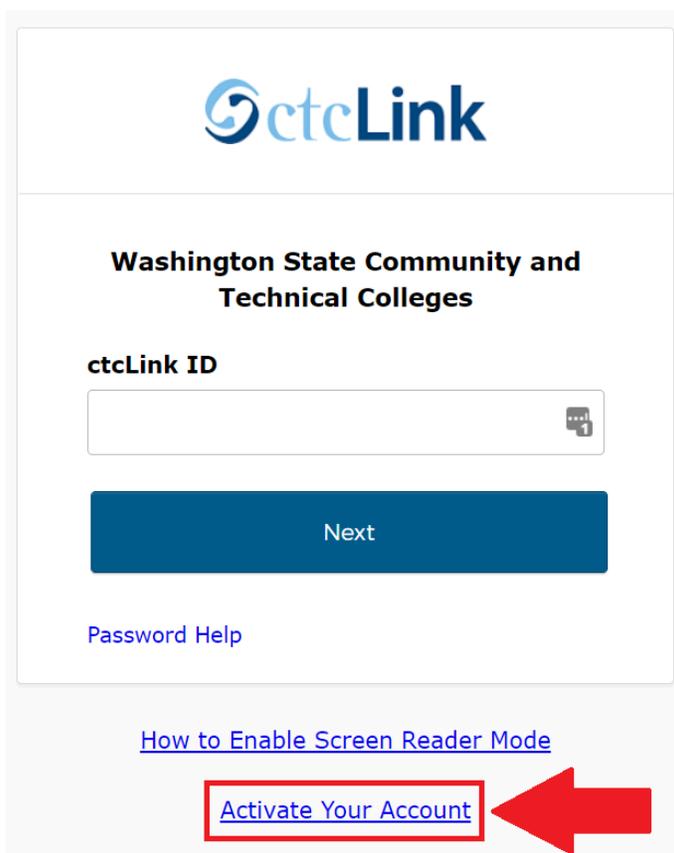


## ctcLink Account Activation -

1. Click the “ctcLink” link at the top on the BBCC homepage ([www.bigbend.edu](http://www.bigbend.edu)).



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

A screenshot of the ctcLink login page. At the top is the ctcLink logo. Below it is the text "Washington State Community and Technical Colleges". Underneath is the label "ctcLink ID" followed by a text input field with a small speech bubble icon containing the number "1". Below the input field is a dark blue button with the text "Next". Underneath the button is a link for "Password Help". At the bottom of the page is a link for "How to Enable Screen Reader Mode". Below that is a link for "Activate Your Account" which is highlighted with a red rounded rectangle. A large red arrow points to the right towards the "Activate Your Account" link.

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#, change the **ID Type** drop-down to the **\*SID (old)** option, and enter your SID.
  - Click the **Submit** button to continue.



WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

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.

  
WASHINGTON COMMUNITY  
AND TECHNICAL COLLEGES

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:

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.