Activate Your ctcLink Account

1. Navigate to the ctcLink Sign In page https://myaccount.ctclink.us/
2. Select the Activate Your Account link

3. Select the OK button when the redirection pop up message displays.

4. The Activate Your Account page displays.
5. Enter your
   a. **First Name**
   b. **Last Name**.

   Please make sure you have entered your name correctly.
   *(If your legal name is a single name—such as Pran, Madonna or Nani - you must enter a hyphen (-) in the First Name field and enter your single name in the Last Name field.)*

6. Enter your **Date of Birth**

   (MM/DD/YYYY) as shown or use the calendar icon.

7. From the drop-down menu select:
   - **ctcLink ID** (new) if you are a new student or employee.
   - **SID** (old) if you are a current or returning student or employee.

8. Enter either your **ctcLink ID** or **SID**.

9. Select the **Submit** button.

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**Set Your Password**
10. The **Set Your Password** page displays.

11. Enter your preferred **Email** Address
12. Select the **Security Question** from the dropdown menu.
13. Provide the **Answer** to your security question.
   a. Enter **Phone Number** for text (SMS) option.
   b. Enter **Phone Number** for voice option.
15. Create your Password.
   (At least 8 characters, including at least one uppercase letter, one lowercase letter and one number. Special characters may be used but are not required.)

16. Confirm your Password
17. Select the Submit button.
18. A pop-up message will display.

19. Make note of your ctcLink ID.
20. Select the OK button.
21. The Account Activation confirmation message displays.

   ![Step #19](image1)

   ![Step #20](image2)

22. Close the browser tab.

   PLEASE NOTE: When prompted to close your browser(s), make sure to close ALL browsers completely for update to take place.
23. Navigate to the ctcLink Sign In page https://myaccount.ctclink.us/

24. Enter your ctcLink ID

25. Click Next

26. Enter your Password

27. Click Verify