



5. Enter your **First Name** and **Last Name**. Please make sure you have entered your name correctly. *(If your legal name is a single name*

# Set Your Password

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

This page is used to set up your password and your account recovery options.

11. Enter you preferred **Email** address.

12. Additional Account Recovery options located in the **Account Recovery** box.

a. Enter **Phone Number** for text (SMS) option. (no dots, no dashes, no spaces)

b. Enter **Phone Number** for voice option. (no dots, no dashes, no spaces)

13. 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. Cannot contain your first name, last name, birthday or ctcLink number.

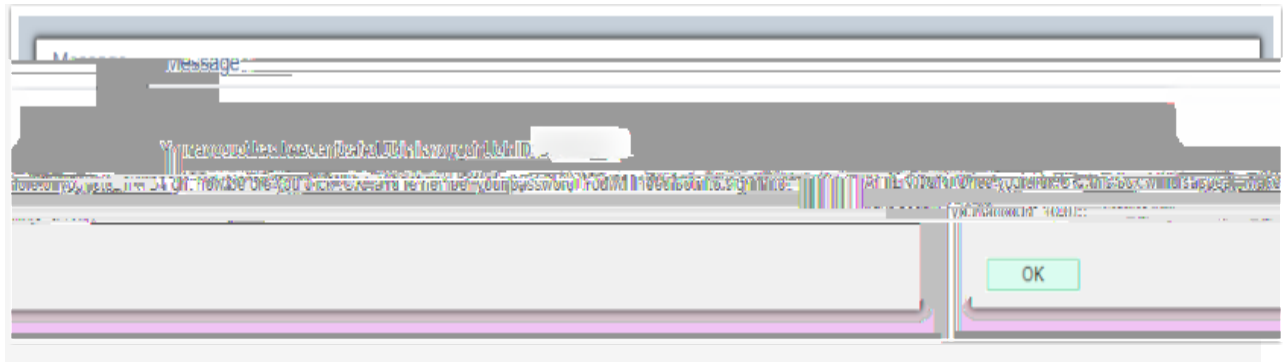
14. **Confirm Password**.

15. Select the **Submit** button.

The screenshot shows a web form titled "Set Your Password" for CTEC AND TECHNICAL COLLEGES. The form is divided into several sections:

- Email:** A text input field with a label "\*Email (Work, student, ..." and a dropdown menu.
- Account Recovery:** A section with a title "Account Recovery" and a dropdown menu. Below it, there are two phone number input fields: "Phone Number (Text Message)" and "Phone Number (Voice)". A tooltip above the "Text Message" field provides the format: "Format: [phone number plus area code] e.g.: 5554567890".
- Password:** A text input field with a label "Password".
- Confirm Password:** A text input field with a label "Confirm Password".
- Buttons:** Two buttons at the bottom: "Submit" and "Cancel".

16. Select the **OK** button.



17. The Account Activation confirmation message displays.

18. **Make note of your new ID and Password.**

19. Close the browser tab.

**\*NOTE** - Please close your browser before attempting to log in to ctcLink.

**PLEASE NOTE** : When prompted to close y:

20. You have successfully activated your ctcLink account.

21. End of procedure.

For [help](#) troubleshooting issues regarding activating your *student* ctcLink account, please contact Grays Harbor College Student Help Desk. If you are an *employee* in need of assistance, please contact the Grays Harbor College Help Desk via email at [helpdesk@ghc.edu](mailto:helpdesk@ghc.edu) or call 360-538-4064.