Purpose:

Set up/Change your ctcLink Multi Factor Authentication (MFA) delivery options. When you log into ctcLink you will be required to enter your username, password, and an MFA verification code.

Understand how to access your ctcLink account using MFA

Support: Please contact the <u>GHC Student Help Desk</u> If you experience any issues with signing into ctcLink

Security Notification Information

Instructions: Prior to IT enabling Multi Factor Authentication, set up and verify your ctcLink MFA security verification methods; email and phone number.

1. Navigate to the ctcLink Sign-In page (

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- 1. Enter your ctcLink ID into the ctcLink ID field
- 2. Enter your password into the Password field
- 3. Click the 'Sign in' button
- 4. A "Verify it's you with a security method" pop up message appears. NOTE: if you verify with the same method a few times in a row, the system will default to that method for verification. If you wish to use the other method click the 'Verify with something else' link at the bottom of the login box.
- 5. Choose the 'Select' button next to the method you would like to use
- 6. Click '*Receive a code via SMS*' or '*Send me an email*', depending on the method that was selected.
- Enter the verification code that was sent to you NOTE: If these steps do not work for you, please contact <u>Student Help</u>



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