Kodiak Account Creation and Default Settings

Kodiak Account Creation Overview and Facts

- Kodiak Accounts create the next business day after you are admitted to Cascadia College.
- You will learn your Kodiak Account user name and how to finish the set-up of your Kodiak Account via an email sent as soon as the account is created. This email will be sent from itservices@cascadia.edu and it will say "Welcome to Cascadia - Kodiak Account Info" on the subject line.
- Accounts are created using data from your ctcLink profile. If you are having issues determining your user name or password, check to see what is in your ctcLink profile as it may be of assistance. Information on reviewing your profile in ctcLink can be found here.
- If you did not provide an email address when applying for admissions or prior to registering for your first class, a Kodiak Account could not be created. Please provide a valid email address (instructions here) or contact the IT Service Desk for assistance.
- If you did not provide either a mailing address or phone number when applying for admissions or prior to registering for your first class, a Kodiak Account could not be created. Please provide either a valid phone number or mailing address (instructions here) or contact the IT Service Desk for assistance.
- Capitalization is not required for user names but it is required for passwords.

Default User Name Pattern

- Kodiak Account user names utilize name information directly from your ctcLink profile. Due to the fact that students have options in how their name is presented in ctcLink, there are variations of user name possibilities as described in sections below.
- All user names have a limit of 255 characters, including the "@student.cascadia.edu", so students with long names may need to contact the Information Services Help Desk if to retrieve their account name in that situation.
- Students with spaces or hyphens in their names will find that the spaces and hyphens have been removed when creating their user name.

If middle name was provided at admission/prior to registering for your first class

Firstname+middleinitial+lastname@student.cascadia.edu (no spaces; no +)

If middle name was provided at admission/prior to registering for your first class and your middle name contains more than one word/name

Firstname+middleinitial+lastname@student.cascadia.edu (no spaces; no +)

The first letter of the first name in your middle name will be used in this case

If no middle name was provided at admission/prior to registering for your first class

Firstname+lastname@student.cascadia.edu (no spaces; no +)

If a preferred name and middle name were both provided at admission/prior to registering for your first class

Preferredname+middleinitial+lastname@student.cascadia.edu (no spaces; no +)

If a preferred name was provided but not middle name at admission/prior to registering for your first class

Preferredname+lastname@student.cascadia.edu (no spaces; no +)

If student only has one name (first or last)

Name@student.cascadia.edu (no spaces)

Default Password Pattern

If no email is provided at admission/prior to registering for your first class

A Kodiak Account could not be created. Please update your ctcLink record by following the steps in one of the articles linked below. Once an email has been provided, please wait 24 hours for the email notifying you that your account has been created (it will be sent to the email you provided). If you do not receive the email, please contact the Information Services Help Desk.

Updating your email preferences using the ctcLink mobile application

Updating your email preferences using the ctcLink web interface

If an email is provided at admission/prior to registering for your first class but no preferred phone number or mailing address are provided

A Kodiak Account could not be created. Please update your ctcLink record by following the steps in one of the articles linked below. Once a mailing address or phone number has been provided, please wait 24 hours for the email notifying you that your account has been created. If you do not receive the email, please contact the Information Services Help Desk.

Updating your address preferences using the ctcLink mobile application

Updating your address preferences using the ctcLink web interface

Updating your phone number preferences using the ctcLink mobile application

Updating your phone number preferences using the ctcLink web interface

If a phone number is provided at admission/prior to registering for your first class

ctcLinkID+3CharBirthMonth+Last4digitsofphone (no spaces; no +)

example: 123456789Jan9999 would be for a student with a ctcLink ID of 123456789, a birthdate in January and a phone number ending in 9999. Please note that the birth month abbreviation is capitalized.

ctcLinkID+3CharBirthMonth+Last4digitspostalcode (no spaces; no +)

example: 123456789Jan9999 would be for a student with a ctcLink ID of 123456789, a birthdate in January and a postal code/zip code ending in 9999. Please note that the birth month abbreviation is capitalized.

Getting help with this process:

If you are having difficulty completing this process, please contact the IT Service Desk via one of the following methods:
Email: itservices@cascadia.edu
Phone: 425-352-8228
Chat support: https://support.cascadia.edu
In person: CC2-171

Service Desk hours and additional information about support can be found on our public webpage.