CASCADIA IN THE
HIGH SCHOOL (CHS)

STEP 1 – APPLY FOR ADMISSIONS

Students only need to apply for admissions if they have NOT earned credit with Cascadia College previously.

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STEP 2 – REGISTER FOR YOUR SPECIFIC CLASS

This will occur with your instructor between October 30th and November 30th 2023.

Enrollment dates are as follows:

<table>
<thead>
<tr>
<th>First Semester and Year-Long Courses</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>will be transcribed as Winter 2024 on your Cascadia transcript</td>
<td></td>
</tr>
<tr>
<td>Beginning of registration period.</td>
<td>October 30, 2023</td>
</tr>
<tr>
<td>Sign-up period ends</td>
<td>November 30, 2023</td>
</tr>
<tr>
<td>Withdrawal deadline</td>
<td>January 17, 2024</td>
</tr>
<tr>
<td>A “W” will be posted to the student’s transcript</td>
<td></td>
</tr>
</tbody>
</table>

To cancel a registration or withdraw from a course, a request must come from the student.

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APPLY FOR ADMISSIONS

Student Instructions. First click on the Link to the Online Application for Admissions

As a first-time user, you will click on the “Create an account” link as seen in the image below:
The student will then complete all of the information on the first page (as seen below) and then click Submit:

The student will then receive an email confirmation to be able to start the application. Once you complete the confirmation step, you will be able to proceed with completing the application.
When the student logs into their account, they will have a few choices regarding their application. Here is the information that a CHS student should enter:

- **COLLEGE:** CASCADIA COLLEGE
- **I will be enrolling as a:** FIRST YEAR
- **PROGRAM:** TRANSITIONAL STUDIES
- **SELECT THE** WINTER 2024 TERM
- **DEGREE OR CERTIFICATE I AM SEEKING:** TRANSITIONAL STUDIES-UNDECIDED
- **THERE IS NO SUB-PLAN TO ENTER**
PLEASE COMPLETE ALL OF THE OTHER PAGES TO FINISH THE APPLICATION.

Things to be aware of:

- A student will likely not hit 100% complete for the application, as there are some items that do not pertain to you. Do not be surprised if the application indicates 70 – 80%.

The student should then see this screen when they are ready to complete their application:

Click the button “Submit Now.”

Within two business days after submission, you will receive a Welcome Email with your ctclink Student ID number.

Be sure to keep that ctclink Student ID number as you will need it to register for your class later.
ACTIVATING YOUR CTCLINK ACCOUNT

Go to the main website (www.cascadia.edu) and click on the ctclink link in the upper header bar—here is link to our main ctclink page.

In the Activate Your Account page, you can either Launch ctclink to start the process, or you can see the Detailed Instructions on how to do so.
Here are the instruction to activate your student account as seen on our website:

1. Launch ctcLink

   *Note: this is where you can enable the screen reader mode by clicking the checkbox.*

2. Select **Activate Your Account**

   ![ctcLink Login Page](image)

   - **How to Enable Screen Reader Mode**
   - **Activate Your Account**

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

4. The **Activate Your Account** page displays
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—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.

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

14. Additional Account Recovery options located in the Account Recovery box
   - Enter Phone Number for text (SMS) option
• 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

**IMPORTANT:** After you click submit, a pop-up window will appear that displays your new ctcLink ID number. It will not appear again. Write down your ctcLink ID at this time or take a photo.

18. Click **OK** and then Close

19. **CLOSE** the entire browser window

20. Open a **NEW** browser window. It is best to use Firefox

21. **Launch** **ctcLink** again

22. Enter your **NEW ctcLink ID** and password

23. **Explore** your **NEW** self-service portal
STUDENT ID RECOVERY

**IT IS IMPORTANT TO REMEMBER YOUR CTCLINK STUDENT ID NUMBER 😊**

If a student has forgotten their Student ID, or did not receive it in the first place:

- The student should complete the [MS Form for Student ID Number Recovery](#).
- The student will then receive their number via the secure email you provide in the form.

PASSWORD RECOVERY

If a student cannot remember their password, or if a student needs to reset their ctclink account password, the student may contact our Help Desk as outlined below.

ACCOUNT ACTIVATION ISSUES

Similarly, a student may also contact our Help Desk if they are having issues activating their ctclink account.

HELP DESK

Please remember that FERPA regulations restrict our Help Desk assistance to the student only, not someone calling on their behalf. To contact the Help Desk you may:

- Call 425-352-8228
- Email at helpdesk@cascadia.edu.
- Get chat support at [https://support.cascadia.edu](https://support.cascadia.edu) (you will need to use the Issue Submission form to be added to the queue for assistance)
- Visit the campus, CC2-171.

Our Help Desk can assist you with activating your account or recovering a password, but they must validate the student's identity and cannot do that via email.

If you contact our Help Desk via phone or chat, please be prepared to answer several questions so they can validate your identity.

If you visit the Help Desk in-person, please bring a picture ID so they can validate your identity.