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NEW APPLICANTS

HOW TO APPLY FOR ADMISSIONS

You’ll first want to clink on the Link to the Online Application for Admissions
As a first time user, you’ll first click on the “Create an account” link as seen in the image below:
Fill out all of the information and then click Submit:

Create Username *

Password *

Confirm Password *

Title *

First Name *

Middle Name

Last Name *

Name Suffix

Date of Birth *

Email Address *

Submit

You will receive an email confirmation to be able to start the application.
When you log in to your account, you will have a few different choices regarding your application. Here is the information that you’ll need to put in:

- **COLLEGE: CASCADIA COLLEGE**
- **I WILL BE ENROLLING AS A: FIRST YEAR**
- **PROGRAM: TRANSITIONAL STUDIES**
- **SELECT THE WINTER 2023 TERM**
- **DEGREE OR CERTIFICATE I AM SEEKING: TRANSITIONAL STUDIES-UNDECIDED**
- **THERE IS NO SUB-PLAN TO ENTER**

When you hit apply, you will fill out the application accordingly and submit it when you are finished. In 1-2 days after submission, you will receive a Welcome Email with your ctclink Student ID number.
ACTIVATING YOUR CTCLINK ACCOUNT

Go to our 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 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**

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
REGISTERING FOR COURSES WITH PERMISSION CODES

1. Launch ctcLink in the internet browser or on your mobile device (Firefox and Chrome preferred).

2. Click on the ctcLink Login tile and enter your ctcLink ID and password. If you have forgotten your ID number, please fill out the MS Form for Student ID Recovery and Enrollment Services will send it to you via email; for password issues, please contact the Help Desk at helpdesk@cascadia.edu.

3. On the left navigation bar, select “Class Information” then “Class Search”
4. Select the Term (Winter 2023) and Academic Group (Subject of the course you are enrolling into)

5. Select a section to open a drop-down that tells you more information about that class
6. Click the “Enroll” button at the bottom of the drop-down or from the ellipsis menu to the right of the session

*NOTE – IF YOU DO NOT SEE THE “ENROLL” BUTTON, PLEASE EMAIL DAVID BERNER AT DBERNER@CASCADIA.EDU.
7. The screen that will then come up will ask for the Permission Code your instructor gave you:

Put in the Permission Code and click Save

You will get a screen that says that you have been successfully enrolled!!
PAYING FOR YOUR COURSE(S) VIA CTCLINK

In order to make a payment using ctclink, you will first login to ctclink from our main website using the link in the upper header menu:

![CTCLINK STUDENT SELF-SERVICE PORTAL](image)
Once you have logged in, you will be taken to the menu screen as shown below, where you will click on the “ctcLink Login” tile:

From here, you will click on the “Full Site” link at the bottom of the menu on the left side:
This will take you to the Full Site area. On the left side menu, there should be a link/button that says “Student Homepage” – click on this:
On the Tile Screen, you will pick the tile that says “Financial Account”:
On the upper left menu, you will click on the “Payments” drop down, and then click on “Make a Payment.”

From here, you will be asked to put in your credit/debit card account information and then clicking on the Submit button.

Once this is completed, you should see a screen that says the payment has been made.