

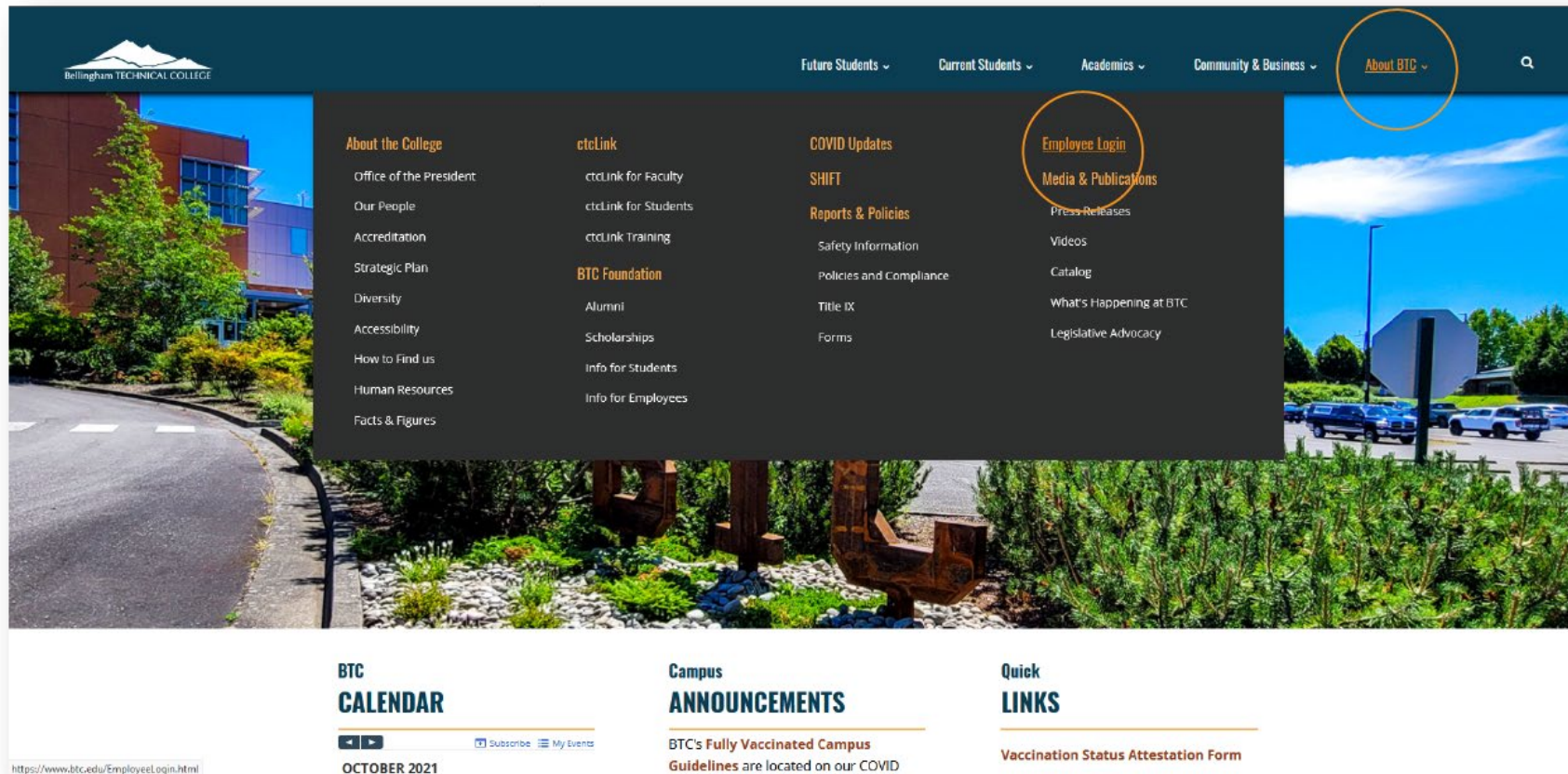


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BELLINGHAM TECHNICAL COLLEGE

Activate your ctcLink Account: **Employees**





Step 1: Open a browser and go to the BTC website.  
Click on *About BTC* > Employee Login

Bellingham TECHNICAL COLLEGE

Future Students ▾ Current Students ▾ Academics ▾ Community & Business ▾ About BTC ▾

**EMPLOYEE LOGIN**

**ctcLink**

- [ctcLink Login for Employees](#)
- [ctcLink Info for BTC Employees](#)
- [Lucid Charts](#)
- [cDR site](#)
- [PWA site](#)

**Data Dashboards**

Data Dashboards

- For employee use only.
- Requires login with Network Account

**Degree Audit**

**Degree Audit** is a set of Advisor online tools to help with evaluation and planning a student's progress toward completion of a Certificate, AAS or AAS-T Degree.

**Degree Audit information.** For employee use only. Requires network login.

**Early Alert**

Submit an **alert** to the counseling team for any concerns you may have for a student.

**Earnings History**

The **Employee Earnings History** allows you to view the earnings and deductions associated with your most recent payroll check or any payroll check issued to you within the last two years.

- You may also view your year-to-date earnings, year-to-date deductions and leave balances.
- To view your history, you will be required to enter your Employee SID or Social Security Number (SSN) and your Employee PIN. Staff can get their SID and PIN number from either Payroll office or Human Resources

**eLearning Resources**

Step 2: In the ctcLink section: Click on *ctcLink Login for Employees*

**ctcLink**

**Washington State Community and  
Technical Colleges**

ctcLink ID

Remember me

**Next**

[Password Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)

**Step 3:** Click “Activate Your Account” at the bottom of the page. Then click OK when the redirection pop up message displays.




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### First Time Account Activation

First Name

Last Name

Date Of Birth (MM/DD/YYYY)  

\*ID Type  \*ctcLink ID (new) ID   
 \*SID (old)



Step 4: Enter the information as requested and click Submit.



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### Set Your Password

\*Email

\*Security Question

\*Answer

#### Account Recovery

Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email.

Format: [phone number plus area code]  
e.g.: 5554567890

Phone Number  
(SMS)

Phone Number (Voice)

Password Instructions:



Make sure you remember the email and security question answer. Write them down or take a screenshot.

The security question answer is NOT case sensitive.

**Step 5:** Enter your preferred Email. Then select a Security Question from the dropdown menu and provide the Answer to the question.

\*Email

\*Security Question

\*Answer

### Account Recovery

Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email.

Format: [phone number plus area code]  
e.g.: 5554567890

Phone Number  
(SMS)

Phone Number (Voice)

**Step 6:**

Add additional Account Recovery options located in the Account Recovery box. Enter a Phone Number for text (SMS) and/or enter a Phone Number for a voice option.

**Account Recovery**

Okta can send you a text message or call you to provide a recovery code. This feature is useful when you don't have access to your email.

Format: [phone number plus area code]  
e.g.: 5554567890

Phone Number (SMS)  Phone Number (Voice)

**Password Instructions:**

Password must be at least 8 characters and include at least one uppercase letter, one lowercase letter, and one number. Special characters may be used, but are not required (such as #, !, %, \*). Do NOT use all or part of your first or last name as part of your password. (Example: Sunshine2)

Password:  ←

Confirm Password:  ←

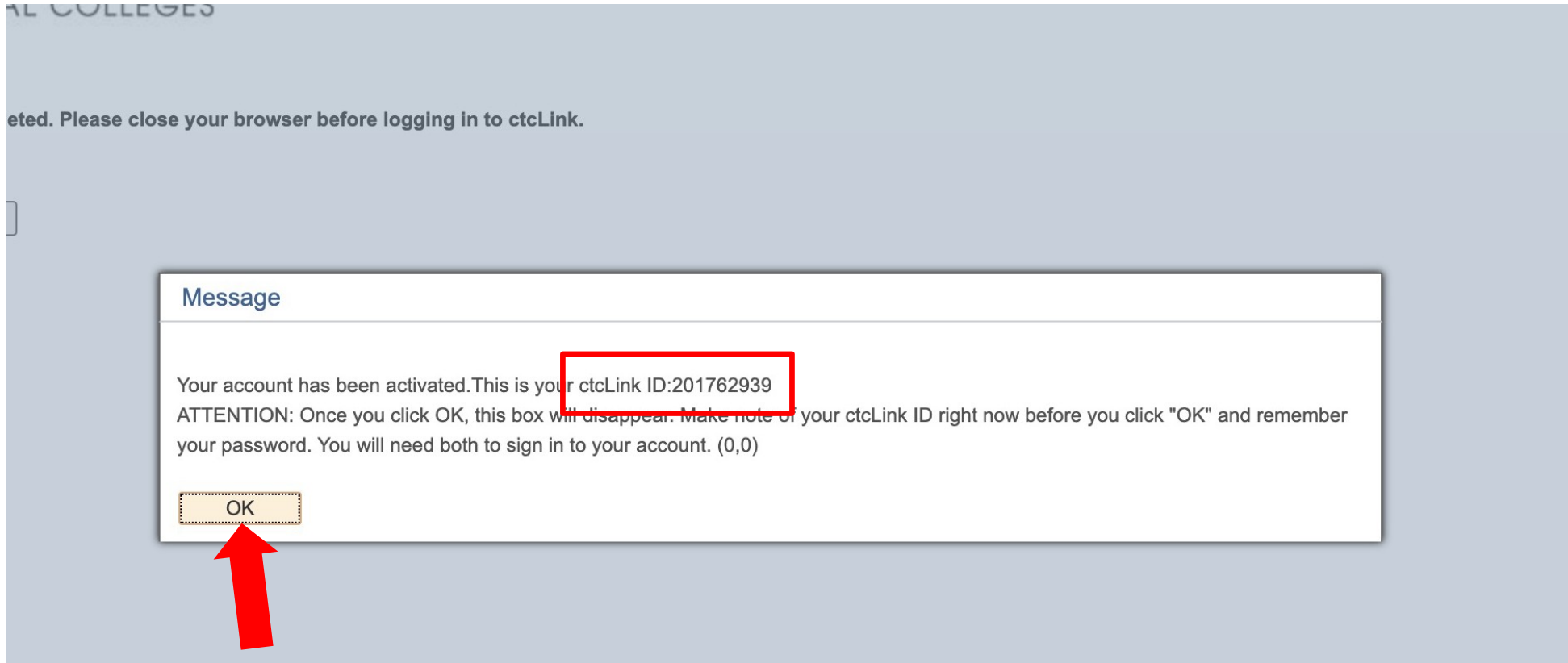
←

**Password must have:**

- At least 8 characters
- 1 UPPERCASE letter
- 1 lowercase letter
- 1 number (0, 1, 2, 3, ...)

**Step 7:** Create your password and confirm it. Then, click Submit.





**Step 8:** Your account is now activated! Make sure to record your ctcLink ID (it's your new employee #). Then, click OK.



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**Account Activation successfully completed. Please close your browser before logging in to ctcLink.**

Close



**Step 9:** Click Close. For security purposes, make sure to close your browser before logging in to ctcLink.