Enroll in a Class
Step 1: Open a browser and go to the BTC website. Click on Current Students > myBTC
Step 2: Click on the ctcLink icon.
Log in to your account.
   a) Enter your ctcLink ID and click Next.
   b) Enter your ctcLink password and click Verify.
If you are or have been a student at more than one Washington state community college, click the college you want to log in to.

Step 4: If you have only been admitted to or attend one college, go to Step 5.
Step 5: Click on “Student Homepage”.

If you need to know how to use some of the ctcLink tools, check out the ctcLink Training website. There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.
Step 6: Click on the Manage Classes tile.
Step 7: Click on Class Search and Enroll. Then choose the Term from the dropdown menu and select your college for that term.
Step 8: Look up your classes using course name, subject, or keywords. Hit the Enter/Return key to populate results.
Step 9: Select the course in which you want to enroll.
Step 10: Select the hyperlink from the Class row to view class details and the class Information page will display.
Step 11: Once you’ve decided which class best fits your schedule, click the arrow on the right to enroll.
Step 12: Follow the prompts to review the class selection. Click Next when you are done.
Step 13: Input your “Wait List” preference or “Permission Number” (if applicable). Click Accept when you are done.

Please note:
• Permission Numbers may or may not be required for a class.
• If you don’t think you need one but actually do, the next step will show an error and inform you a permission number is needed.
If you want to add this to your Shopping Cart and continue to search for additional classes, select “Add to Shopping Cart” and then the Next button.

**Step 14:** If you are done searching for classes and are ready to enroll select, “Enroll” then the Next button.
Step 15: Review your selection. If you need to make a change, click the Previous button at the top right. If everything looks good, click Submit.
Step 4 of 4: Review and Submit

You have selected to add to your shopping cart

Math 90  Elementary Algebra

Option Status: Open

<table>
<thead>
<tr>
<th>Class</th>
<th>Meeting Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture - Section HOG - Class Nbr</td>
<td>09/23/2019 - 12/13/2019</td>
</tr>
</tbody>
</table>

Class Preferences

Step 16: Click Yes to confirm.
Step 17: You’re now enrolled in the class!
Repeat the steps to enroll in more classes.