Enroll in a Class with a Permission Number
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.

Step 3:
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”.
Step 6: Click on the Manage Classes tile.
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 add yourself to the waitlist.
Step 12: Follow the prompts to review the class selection. Click Next when you are done.
Step 13: Enter the number in the “Permission Number” box and click Accept when you are done.
Step 14: Select if you want to "Enroll" or just put the class in your "Shopping Cart" and then click 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 16: Click Yes to confirm.
Step 17: You’re now enrolled in the class!