How to activate your NEW Student Self-Service Portal

Steps to log in for the first time:

1. In the **CHROME** Browser, open this link:
   https://ptprd.ctclink.us/psp/ptprd/?cmd=login&languageCd=ENG

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

2. Click on ‘**First Time User**?’

3. Enter your first and last name and date of birth as shown below.

4. Type your ctcLink ID exactly as it appears in your acceptance email.
   Click ‘Submit’

   Click Submit.
5. Choose three security questions and answers that you will use to recover your password.

![Password Recovery Screen]

Note: Your answers are not case-sensitive. You may wish to take a photo of your questions and answers.

6. Choose & confirm your Password. It must be at least 8 characters and include upper-case, lower-case, and a number or special character.

   Click Submit.

![Password Confirmation Screen]

7. Click OK and then Close.

8. **CLOSE** the entire browser window. *(This is a very important step to activate your account.)*

9. Open a NEW browser window. It’s best if you are using Chrome or Firefox.

10. Go to: [https://ptprd.ctclink.us/psp/ptprd/?cmd=login&languageCd=ENG&](https://ptprd.ctclink.us/psp/ptprd/?cmd=login&languageCd=ENG&)

11. Enter your ctcLink ID and password just created.

12. Explore your NEW Student Self-Service Portal.

For assistance and questions, please email us at [RangerStation@olympic.edu](mailto:RangerStation@olympic.edu)

Complete the online Canvas course titled CS100 Student Self-Service for help in utilizing your new portal.