




OLYMPIC COLLEGE

How to activate your NEW Student Self-Service Portal

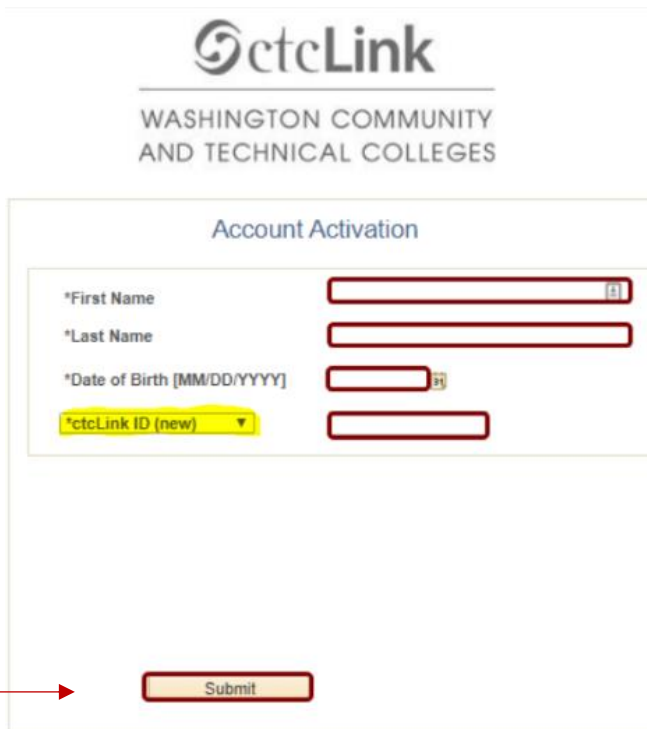
Steps to log in for the first time:

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.



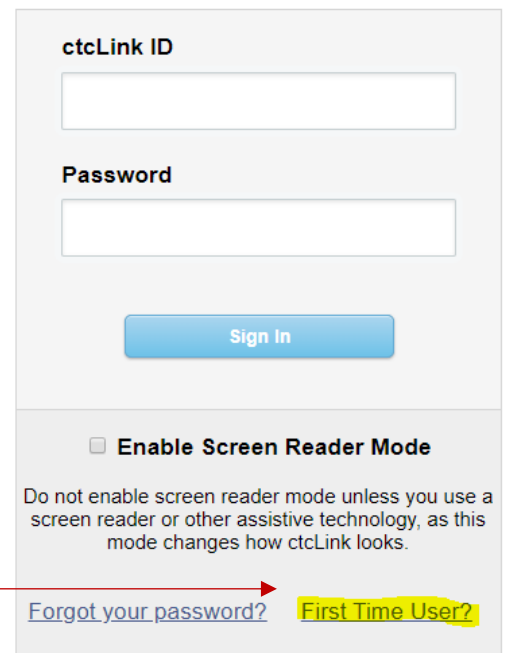
The screenshot shows the ctcLink login page with the "Account Activation" section highlighted. The form includes fields for First Name, Last Name, Date of Birth, and ctclink ID (new). A "Submit" button is located at the bottom of the form. A red box highlights the "First Time User?" link in the bottom right corner of the page.

Instructions

- An asterisk (*) denotes a required field.



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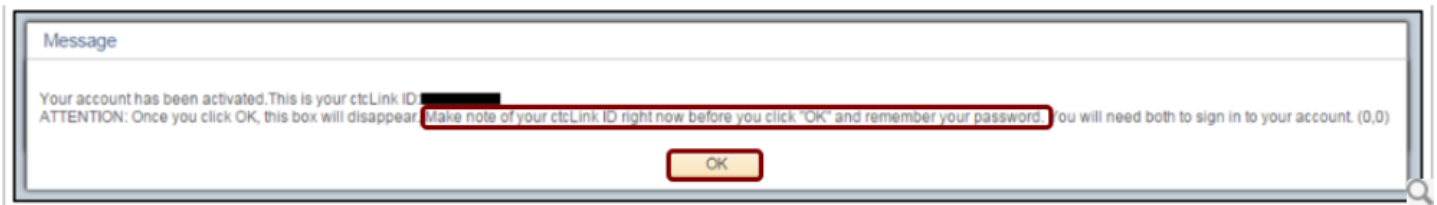


The screenshot shows the ctcLink login page. It includes a "ctcLink ID" field, a "Password" field, and a "Sign In" button. Below the login fields is a checkbox for "Enable Screen Reader Mode" with a warning message: "Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks." At the bottom, there are two links: "Forgot your password?" and "First Time User?". A red box highlights the "First Time User?" link.

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

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.



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&>
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

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

