




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&>

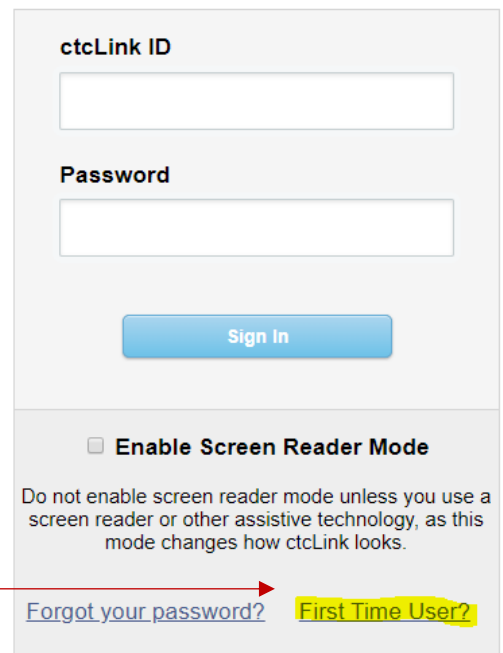
(Note: This is where you can enable the screen reader mode by clicking the checkbox.)

2. Click on **'First Time User?'**
3. Enter your first and last name and Date of birth as shown below.
4. Click the drop-down arrow to change *ctcLink ID (new) to select ***SID (old)**, then type in your OC nine-digit SID [ex. 860...]

Click Submit.



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ctcLink ID

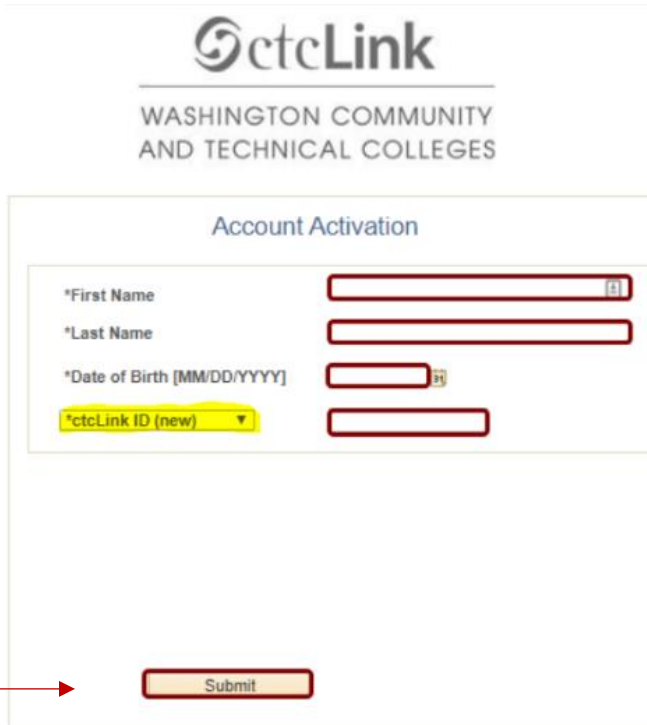
Password

Sign In

Enable Screen Reader Mode

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)



ctcLink

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Account Activation

*First Name

*Last Name

*Date of Birth [MM/DD/YYYY]

*ctcLink ID (new)

Submit

Instructions

- An asterisk (*) denotes a required field.

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

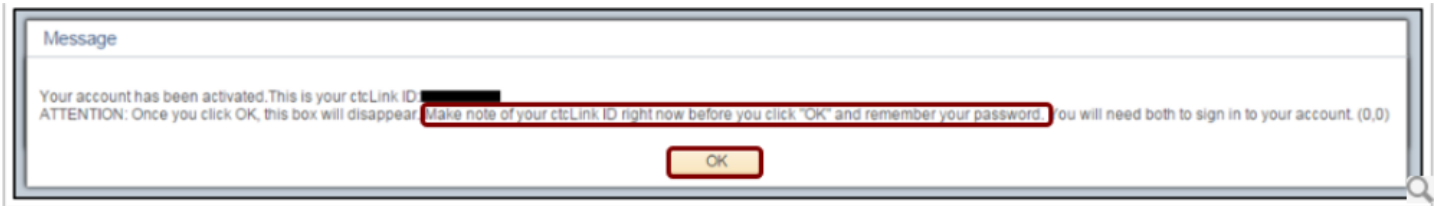
Note: Your answers are not case-sensitive. You may wish to take a photo of your questions and answers.

- 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.

- **IMPORTANT****

After you click submit, a pop-up window will appear that displays your new ctclink ID number. It will not appear again. **Write down your ctclink ID at this time** (or take a photo of the screen).



- Click OK and then Close.
- CLOSE** the entire browser window. (This is a very important step to activate your account.)
- Open a NEW browser window. It's best is you are using Chrome or Firefox.**
- Go to: <https://ptprd.ctclink.us/psp/ptprd/?cmd=login&languageCd=ENG&>
- Enter your NEW ctclink ID and password.
- 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.

