



Employees: Activate your LionsLink Powered by ctcLink Account!

Follow this guide to activate your LionsLink account and to log-in to LionsLink for the first time.

Step 1)

Go to the **LionsLink Powered by ctcLink Account Activation page**
– LWTech.edu/LionsLinkActivation

Step 2)

Click on "**Activate Your Account**" link at the bottom of the page.

Step 3)

Click on "**OK**" to be redirected to the ctcLink Activate Your Account Page.

Step 4)

In the "**Activate Your Account**" page, enter your **legal name** and **date of birth** in the fields provided and click on "**Submit**".

In the **ID Type** box:

- Leave the drop down set to ***ctcLink ID (new)** and enter your new Employee ID number (EMPL ID) you received through email.
- If you were an employee at LWTech prior to February 28th, you can also activate your account by changing the drop down to ***SID (old)** and entering in your SID number in the box that follows.

Step 5)

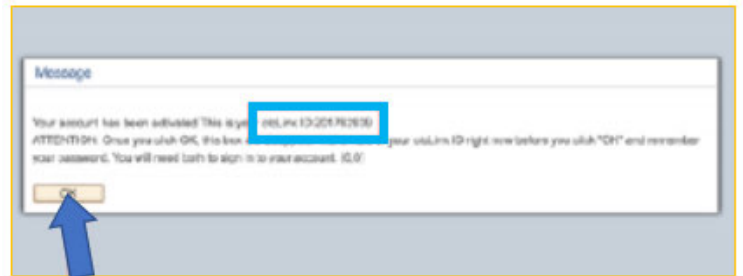
In the "Set Your Password" page.

- a) Enter your LWTech employee email address.
- b) Select your security questions from the drop-down menu. Answers must be at **least 6 characters long**.
- c) Review the account recovery options. Enter a phone number for text and one phone number for voice (can be the same if phone number receives text messages).
- d) Set your password based on the requirements listed. Verify your password.
- e) Click on the "Submit" button.

The screenshot shows the 'Set Your Password' page for ctcLink. At the top, it says 'ctcLink WASHINGTON COMMUNITY AND TECHNICAL COLLEGES'. Below that is the title 'Set Your Password'. There are three input fields: '*Email', '*Security Question', and '*Answer'. To the right of these fields is a blue bracket. Below these is the 'Account Recovery' section, which explains that Okta can send a text message or call to provide a recovery code. It includes a format example 'Format: [phone number plus area code] e.g.: 5554567890' and two input fields: 'Phone Number (SMS)' and 'Phone Number (Voice)'. Below that is the 'Password Instructions' section, which states: 'Password must be at least 8 characters and include at least one uppercase letter, one lowercase letter, and one number. Special characters may be used, but are not required (such as #, !, %, *). Do NOT use all or part of your first or last name as part of your password. (Example: Sunshine2)'. There are two input fields: 'Password' and 'Confirm Password'. To the right of these fields is a red text box that says 'Password must have:' followed by a bulleted list: '• At least 8 characters', '• 1 UPPERCASE letter', '• 1 lowercase letter', and '• 1 number'. At the bottom, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is highlighted with a blue box.

Step 6)

From the pop-up window, make note of your Employee ID Number. It will not display again. Click on the "OK" button.



Step 7)

When the **Account Activation** confirmation message displays, close the browser to complete the process.



You're done! You have successfully activated your LionsLink Powered by ctcLink account!

Continue reading to get instructions for how to log-in to LionsLink for the first time.





Employees: Log in to your LionsLink Powered by ctcLink account for the first time!

Follow this guide to log in to LionsLink for the first time.

Step 1)

After activating your account, close your web browser completely, including all open tabs. Open a new web browser (FireFox and Chrome work best) and navigate to the LionsLink Powered by ctcLink Classic View log in page - LWTech.edu/ClassicLogin

Step 2)

Enter your Employee ID Number (EMPLD ID) into the ctcLink ID field, click on **“Next”**.



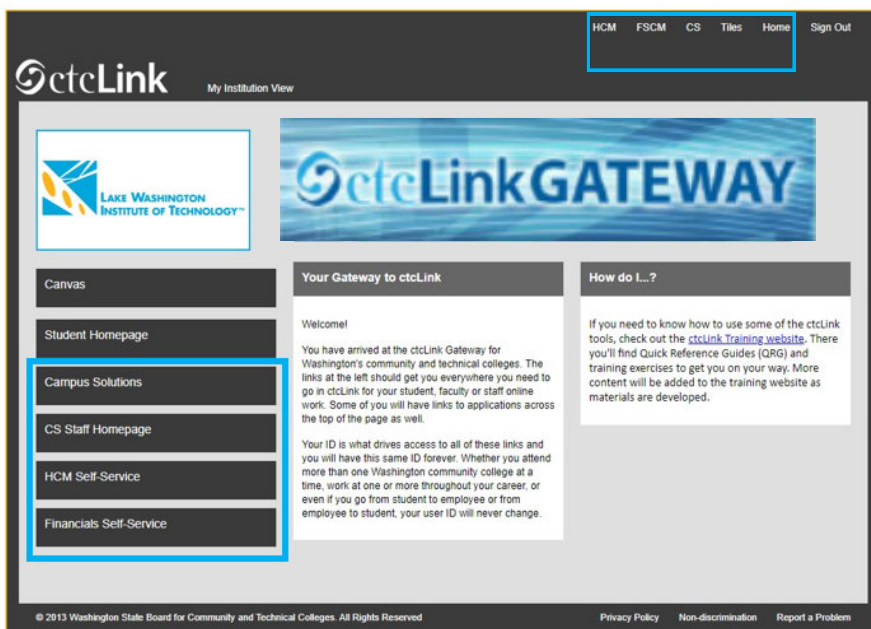
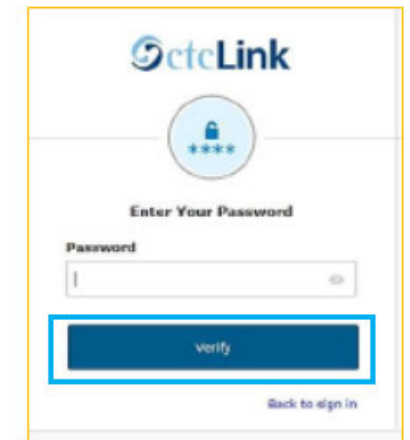
Step 3)

Enter your password into the **“Password”** field, click on **“Verify”**.

Step 4)

Select the **“Homepage”** you need from the left side menu or top right on your LionsLink (Powered by ctcLink) Gateway. The available options will vary based on your security in the system.

Your landing page might look a little different than the image below.



Done! You have logged into LionsLink Powered by ctcLink for the first time.

Remember, the best way for employees to access LionsLink is LWTech.edu/ClassicLogin

