

OLYMPIC COLLEGE BASIC STUDIES DEPARTMENT

Instructions to Setup Your Technology Accounts

Last updated: July 1, 2020

***Videos:** Access these videos to get a brief overview of your technology accounts (**ctcLink ID and Password, Student Email Account & A Brief Introduction to Canvas**). You can see captions in eight (8) languages other than English: Arabic, Chinese, Japanese, Tagalog, Thai, Russian, Spanish, and Vietnamese. <https://olympic.instructure.com/courses/1943761>

ctcLink Account Activation: Student Self-Service Portal to Your College Resources

Student Self-Service Portal Activation. Students must activate their ctcLink account as a “first time user” to access the student portal.

STEPS:

1. Go to web browser, type in <https://www.olympic.edu>
 - a. Click on Student Self-Service (located at top-left corner of web page)
2. Click on first time user (see below)

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?](#)

3. Enter your First Name, Last Name, Date of Birth and your ctcLink Identification Number/ID# (if you do not know your ctcLink ID#, contact Basic Studies staff at: basicstudies@olympic.edu)
4. Click Submit button -- an asterisk (*) denotes a required field
5. Create Password (make sure to write it down or take a picture)

Account Activation

*First Name

*Last Name

*Date of Birth [MM/DD/YYYY]

*ctcLink ID (new)

Submit

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Email Account Activation: Official communication tool for Olympic College

STEPS:

1. Go to web browser, type in <https://www.olympic.edu>
 - a. Click on Services
 - b. Click on Student Account Activation (located in 3rd column under Student Account Management <https://apps.olympic.edu/studentaccountmanagement/>)
2. Complete the form
 - a. ctcLink ID (same number used to activate ctcLink account)
 - b. Create a password (this can be the same or different from your ctcLink account)
 - i. Make sure you are following the guidelines (see below)

New Students: Activate your OC student email account.	<i>Note:</i> New passwords must adhere to the following:
Current Students: Reset your password.	<ul style="list-style-type: none">• at least 10 characters• at least 1 number or symbol• at least 1 capital letter• at least 1 lower-case letter• cannot contain any part of the username• must be different than previous passwords
<input checked="" type="radio"/> Authenticate via ctcLink Login	
<input type="radio"/> Authenticate via Email	
ctcLink ID: <input type="text"/>	
ctcLink Password: <input type="text"/>	
New email password: <input type="text"/>	Access your email account here: http://portal.office.com
Confirm new email password: <input type="text"/>	<input type="button" value="Submit"/>

3. After completion of form click on Submit
 - a. If you have successfully created your account you will see your **FirstLastName@student.olympic.edu** displayed (this is your student email account)

CANVAS: Learning Management System Used by Faculty to Support Teaching

You will log-in with your OC student email and the password you used to activate your email account.

STEPS:

1. Go to web browser (Google Chrome is most compatible) <https://www.olympic.edu/>
2. Click on CANVAS (located at top-center of web page)
3. Enter your student email (firstname.lastname@student.olympic.edu) and password you created in the email activation
4. Once you have successfully logged in you will see your enrolled classes. If you don't see all your classes please notify your instructor.