

# How to log in to ctcLink using multi-factor authentication (MFA) Okta Verify

This guide will show you the steps to successfully use multi-factor authentication with ctcLink.



AT **LOWER COLUMBIA COLLEGE**



# Before You Begin

**Your ctcLink account must be activated.** If you haven't activated your account, visit the ctcLink Support page to review our ctcLink account activation tutorial.

<https://lowercolumbia.edu/ctcLink/>

**If you need assistance logging in to ctcLink or managing your Multi-Factor Authentication (MFA) options, please contact the LCC eLearning team**

Phone - (360) 442-2520

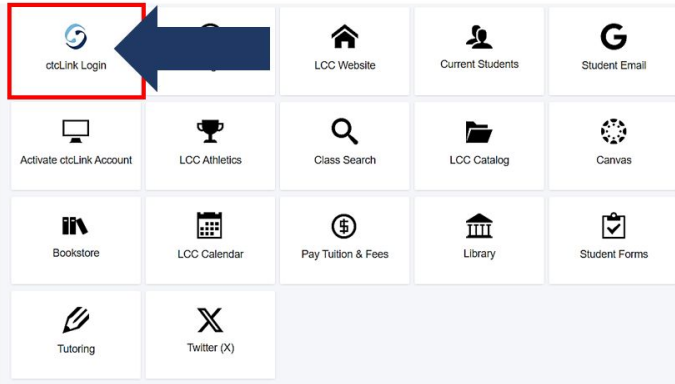
Email - [elearning@lowercolumbia.edu](mailto:elearning@lowercolumbia.edu)



# Proceed to ctcLink

## Students

Open a web browser and go to the [ctcLink Mobile Site](#)  
OR open the ctcLink app on your mobile device  
Then select/tap on the **ctcLink Login** tile



## Faculty & Staff

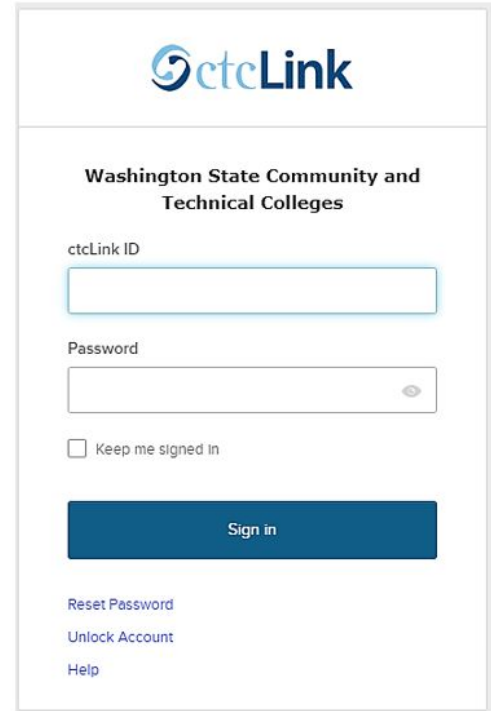
Open a web browser and go to the [ctcLink Gateway](#)

The screenshot shows the ctcLink Gateway login page. At the top is the ctcLink logo. Below it is the text "Washington State Community and Technical Colleges". There are two input fields: "ctcLink ID" and "Password". Below the password field is a checkbox labeled "Keep me signed in". A blue "Sign in" button is at the bottom. Below the button are links for "Reset Password", "Unlock Account", and "Help".



# Log in to ctcLink

3. Log in to ctcLink by entering your ctcLink ID and password



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text "Washington State Community and Technical Colleges" is centered. The login form includes a "ctcLink ID" label and an empty text input field. Below that is a "Password" label and a password input field with a toggle icon on the right. A checkbox labeled "Keep me signed in" is positioned below the password field. A dark blue "Sign in" button is centered below the checkbox. At the bottom of the form, there are three links: "Reset Password", "Unlock Account", and "Help".



# Log in to ctcLink

ctcLink

Washington State Community and  
Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign in

[Reset Password](#)

[Unlock Account](#)

[Help](#)

 The ctcLink sign-in page will offer a "Keep me signed in" option.

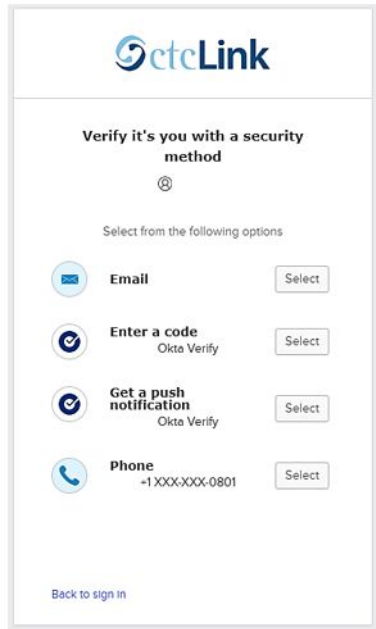
When you select "Keep me signed in", the system will remember you completed MFA for the next 16 hours. This means you won't be asked to complete MFA again for the next 16 hours, ***provided***:

- a) you use the same device and the same browser, **and**
- b) your browser settings are not set to clear cookies every time you close your browser.


The MFA cookie expires automatically after 16 hours, which means you'll be prompted to complete MFA again after the cookie expires.

# Verification

## 4. The **Verify it's you with a security method** pop-up message appears

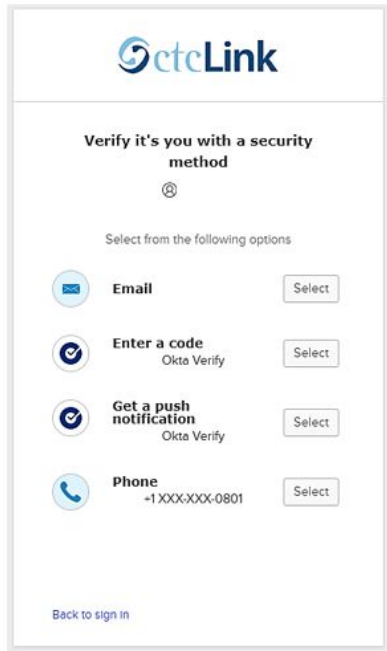


When you log in to ctcLink for the first time after setting up your multifactor options, or when you log in with a different browser or device, you will be asked which authentication method you want to use.

 Only options that you have already set up to use will appear as options to select from. The image provided shows an account with Email, Okta Verify and Phone MFA options set up.

# Select an MFA Option

5. Choose the select button next to one of the MFA options



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text reads "Verify it's you with a security method" followed by a small circular icon with a question mark. Underneath, it says "Select from the following options". There are four options listed, each with a circular icon and a "Select" button:

- Email**: Represented by an envelope icon.
- Enter a code**: Represented by a checkmark icon, with "Okta Verify" written below it.
- Get a push notification**: Represented by a checkmark icon, with "Okta Verify" written below it.
- Phone**: Represented by a telephone handset icon, with "-1 XXXX-XXX-0801" written below it.

At the bottom left of the screen, there is a link that says "Back to sign in".

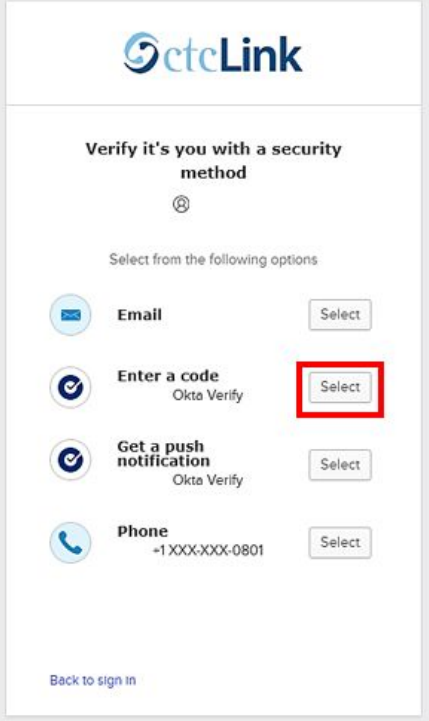
The first time you login, ctcLink will default to asking you for the last method you selected.

You can always select the **Verify with Something Else** option to choose a different method.



# Okta Verify - Enter a code

1. Choose the **Select** button next to **Enter a code** - Okta Verify



The screenshot shows the Okta Verify security method selection interface. At the top is the 'OktaLink' logo. Below it, the text reads 'Verify it's you with a security method' followed by a registered trademark symbol. Underneath, it says 'Select from the following options'. There are four options listed, each with a circular icon and a 'Select' button:

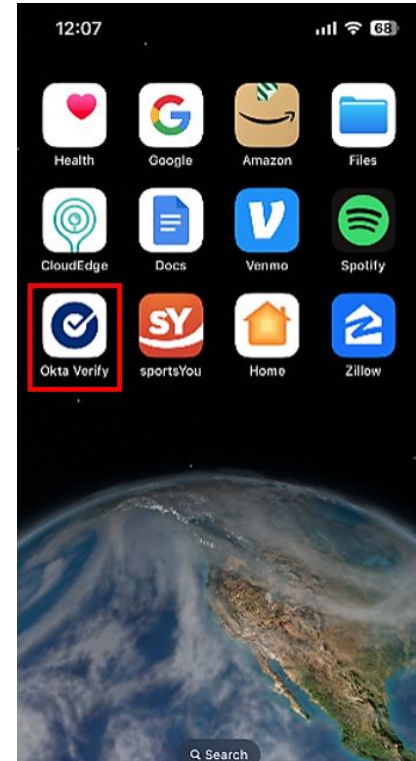
- Email**: Represented by an envelope icon. The 'Select' button is not highlighted.
- Enter a code**: Represented by a checkmark icon. The text 'Okta Verify' is below it. The 'Select' button is highlighted with a red border.
- Get a push notification**: Represented by a checkmark icon. The text 'Okta Verify' is below it. The 'Select' button is not highlighted.
- Phone**: Represented by a telephone icon. The text '+1 XXX-XXX-0801' is below it. The 'Select' button is not highlighted.

At the bottom left, there is a link that says 'Back to sign in'.



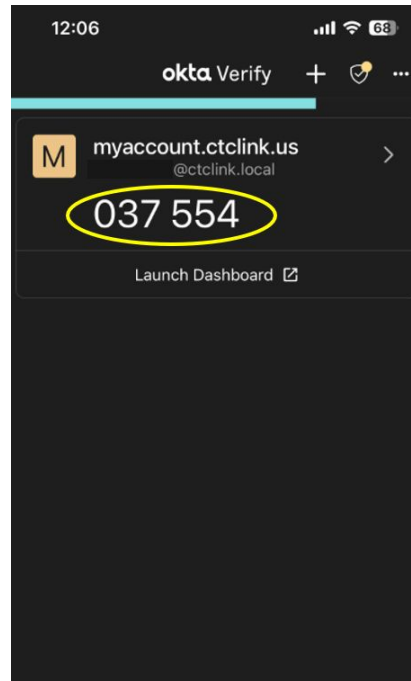
# Okta Verify - Enter a code continued

2. Open the Okta Verify app on your mobile device



# Okta Verify - Enter a code continued

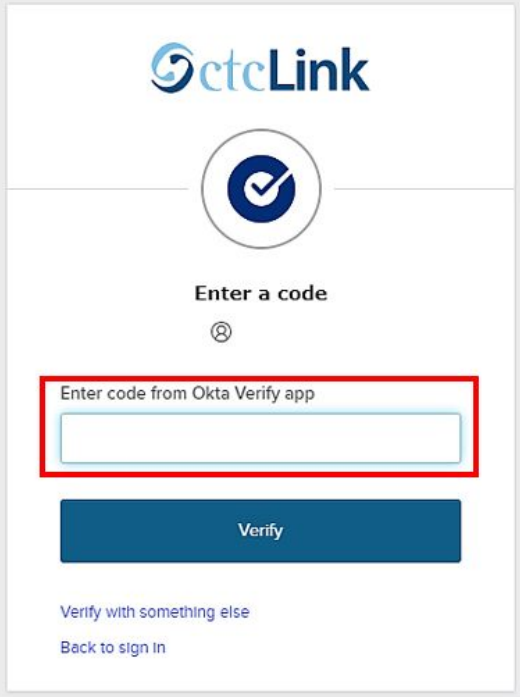
3. Note the code provided by Okta Verify



💡 There is a time limit for each code. Enter the code into ctcLink before the blue slider bar reaches the right side of the page. A new code will be issued when the first code times out.

# Okta Verify - Enter a code continued

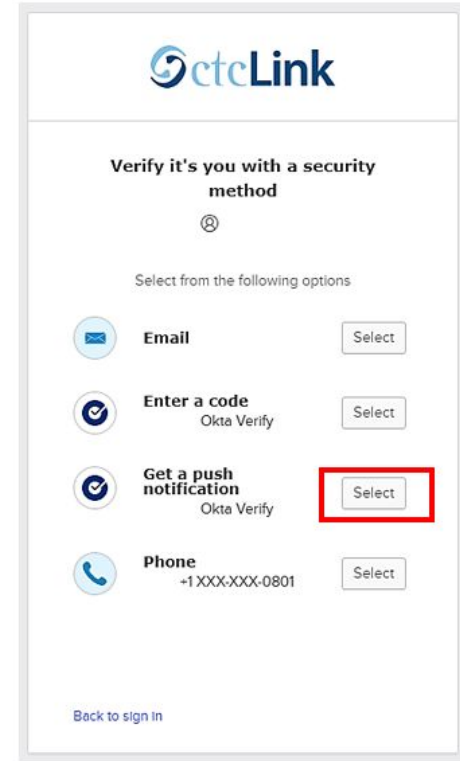
4. Enter the code in ctcLink provided by Okta Verify, then select **Verify** to log in.



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it is a circular icon containing a checkmark. The text "Enter a code" is displayed, followed by a registered trademark symbol (®). A red rectangular box highlights the input field labeled "Enter code from Okta Verify app". Below the input field is a blue "Verify" button. At the bottom, there are two links: "Verify with something else" and "Back to sign in".

# Okta Verify - Get a push notification

1. Choose the **Select** button next to **Get a push notification - Okta Verify**



The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it, the text reads "Verify it's you with a security method" followed by a user icon. The instruction "Select from the following options" is displayed. There are four options listed, each with a "Select" button:

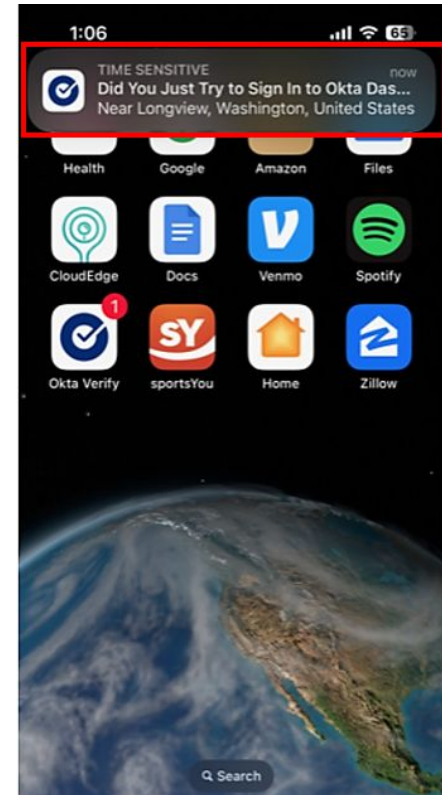
- Email
- Enter a code  
Okta Verify
- Get a push notification**  
Okta Verify (This option and its button are highlighted with a red box)
- Phone  
+1 XXX-XXX-0801

At the bottom left, there is a link that says "Back to sign in".

# Okta Verify - Get a push notification

2. Check your mobile device for a notification from Okta Verify

Tap on the notification to complete the verification step, or open the Okta Verify app



# Okta Verify - Get a push notification

## 3. Select Yes, It's Me

You'll then be routed to ctcLink

**You have successfully  
logged into ctcLink using  
MFA**

