

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

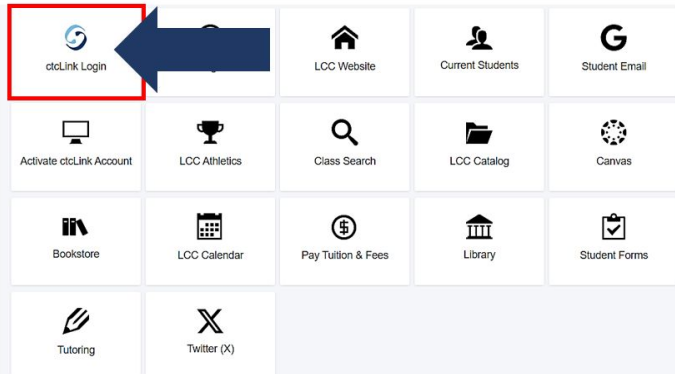
Email - elearning@lowercolumbia.edu



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



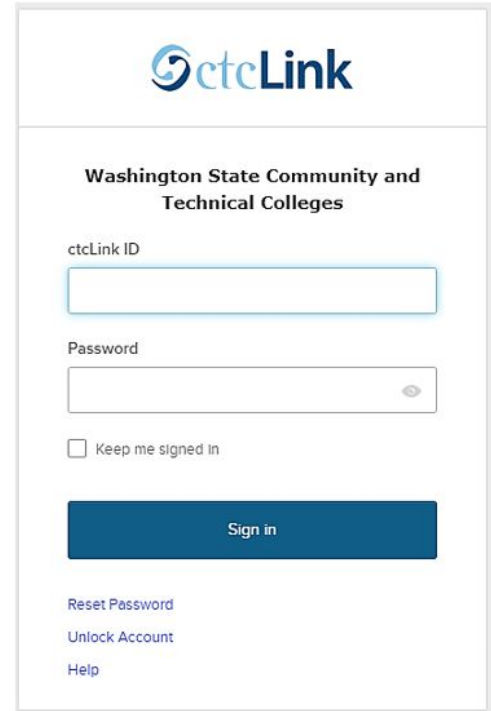
Faculty & Staff

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 consists of two input fields: "ctcLink ID" and "Password". The "Password" field has a toggle icon for visibility. Below the fields is a checkbox labeled "Keep me signed in". A dark blue "Sign in" button is positioned below the checkbox. At the bottom of the form, there are three links: "Reset Password", "Unlock Account", and "Help".

ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Password

Keep me signed in

Sign in

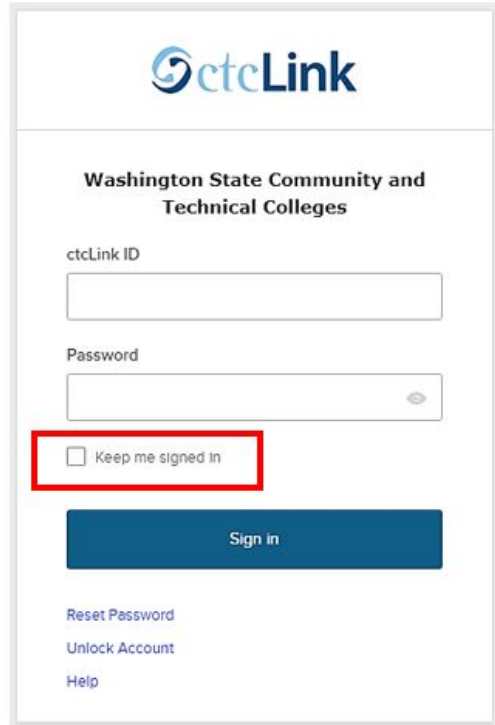
[Reset Password](#)

[Unlock Account](#)

[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**:

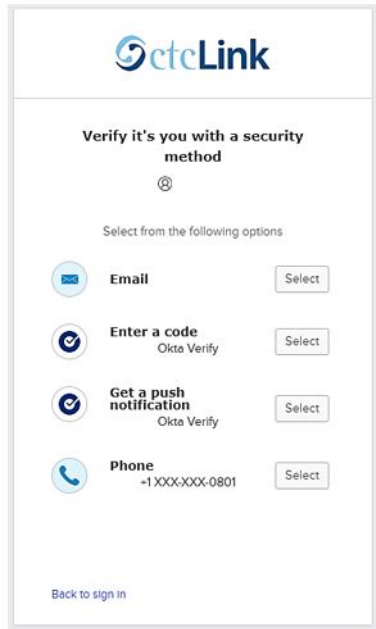
- you use the same device and the same browser, **and**
- your browser settings are not set to clear cookies every time you close your browser.

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




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

- Email** (envelope icon)
- Enter a code** (Okta Verify icon)
- Get a push notification** (Okta Verify icon)
- Phone** (-1 XXX-XXX-0801 icon)

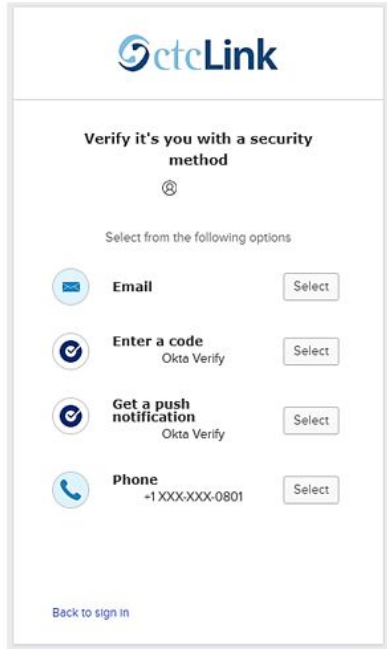
At the bottom left, there is a link that says "Back to sign in".

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 an icon, a label, and a "Select" button:

- Email** (envelope icon) with a "Select" button.
- Enter a code** (checkmark icon) with "Okta Verify" below it and a "Select" button.
- Get a push notification** (checkmark icon) with "Okta Verify" below it and a "Select" button.
- Phone** (phone icon) with "-1 XXXX-XXX-0801" below it and a "Select" button.

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

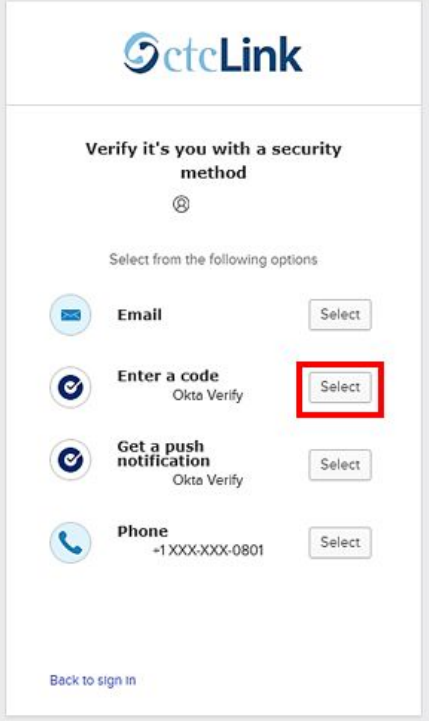
The first time you login, ctcLink will default to asking you for the last method you selected.

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



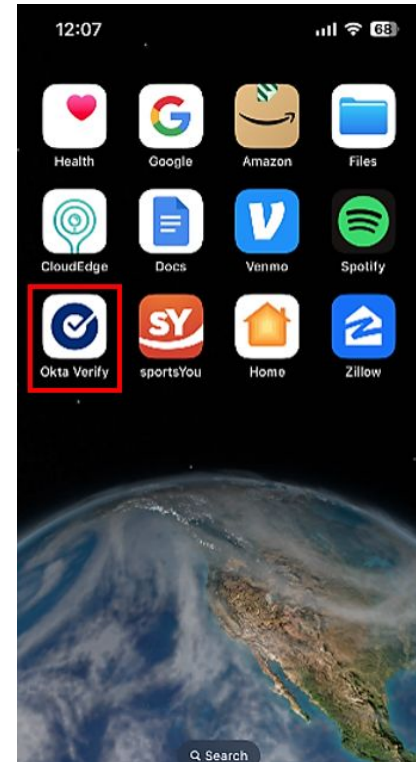
The screenshot shows the Okta Verify security method selection interface. At the top, the 'OktaLink' logo is displayed. Below it, the text reads 'Verify it's you with a security method' followed by a registered trademark symbol. Underneath, it says 'Select from the following options'. There are four options listed, each with an icon, a title, a subtitle, and a 'Select' button. The 'Enter a code' option is highlighted with a red box. The 'Phone' option includes a phone number: '+1 XXX-XXX-0801'. At the bottom left, there is a link that says 'Back to sign in'.

Method	Subtitle	Action
Email		Select
Enter a code	Okta Verify	Select
Get a push notification	Okta Verify	Select
Phone	+1 XXX-XXX-0801	Select



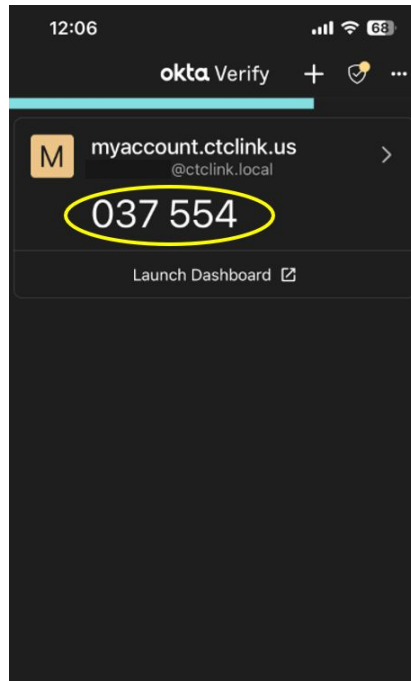
Okta Verify - Enter a code continued

2. Open the Okta Verify app on your mobile device



Okta Verify - Enter a code continued

3. Note the code provided by Okta Verify

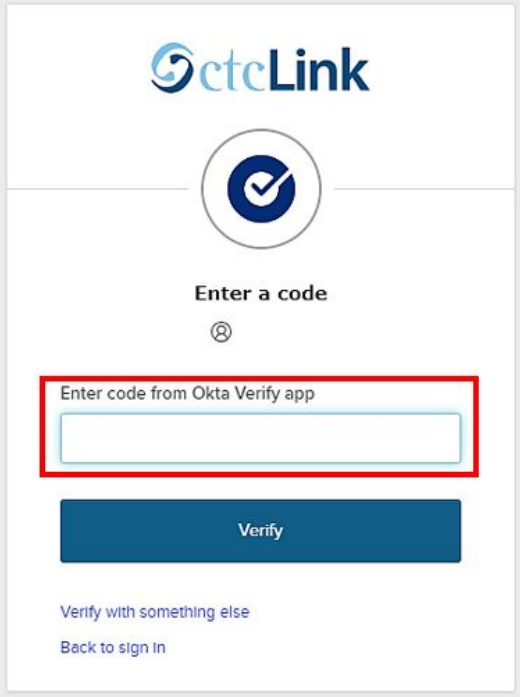


💡 There is a time limit for each code. Enter the code into ctcLink before the blue slider bar reaches the right side of the page. A new code will be issued when the first code times out.



Okta Verify - Enter a code continued

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

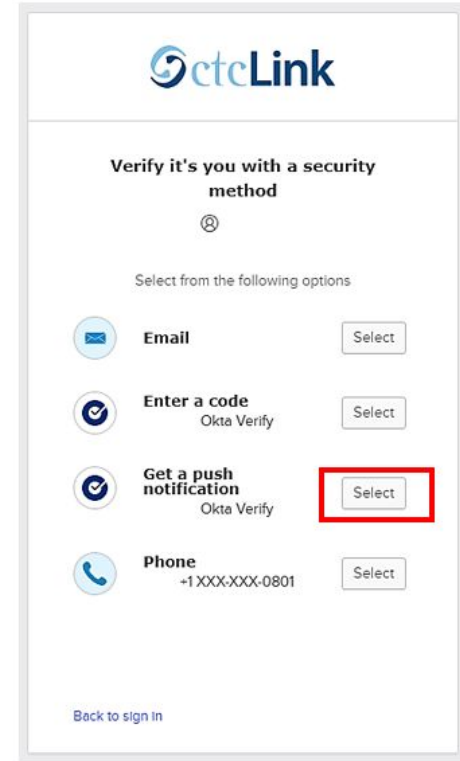


The screenshot shows the ctcLink login interface. At the top is the ctcLink logo. Below it is a circular icon containing a checkmark. The text "Enter a code" is displayed, followed by a registered trademark symbol (®). A red rectangular box highlights the input field labeled "Enter code from Okta Verify 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** (with an envelope icon) - Select
- Enter a code** (with a checkmark icon) - Okta Verify - Select
- Get a push notification** (with a checkmark icon) - Okta Verify - **Select** (highlighted with a red box)
- Phone** (with a phone icon) - +1 XXX-XXX-0801 - Select

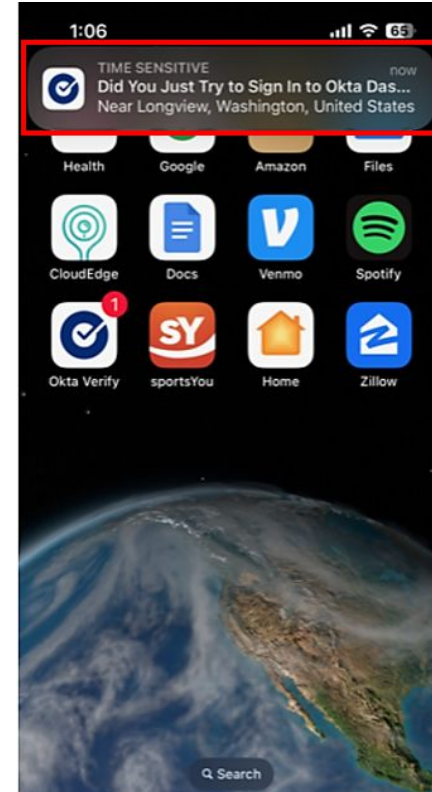
At the bottom left, there is a link that says "Back to sign in".



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**

