

How to Register for Classes in ctclink

If you know your **ctclink ID** (9 digit number) and password (alpha-numeric password), you can register for classes for the upcoming quarter. There are two steps for registering for classes:

1. Making Schedule for the quarter

1. Go to the Clark Homepage page. (www.clark.edu)
2. Click on the person icon on the top right of the screen.



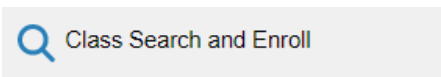
3. Click on the blue **"MyClark@ctclink"** tile.



4. Sign in using your ctclink ID and password.
5. Click on **"Student Homepage"** on the left side of the screen.



6. Click on **"Manage Classes"**
7. Click on **"Class Search and Enroll"** on the left side of the screen



8. Select the quarter you are enrolling for.
NOTE: Make sure you select the quarter that is for Clark College

WINTER 2020
Clark College

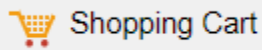
9. Look up your classes using keywords (e.g. "math", "Accounting", "History")
10. Once you find the class you want to enroll for, click on it and follow the prompts (the "Next" button is at the top right). You may be asked to enter a permission number and if you want to be enrolled on the waitlist if the class is full, enter the information if you have a number or want to be on the waitlist.

Accept

11. Then click on the green "Accept button"

2. Enrolling for Classes

1. On the side menu, click on “**Shopping Cart**”



2. You will see the list of the classes you chose earlier.
3. Make sure that the classes are the ones you would like to sign up for then select the classes (make sure the checkbox is checked) and click on “Enroll”.

Enroll

This enrolls you for the classes for the chosen quarter. If you do not see the enroll button, please confirm that you know what your registration date is.

For more information, or if you need additional assistance, please contact the Registration Department

Ph: (360) 992-2183

Email: registration@clark.edu

If you have any trouble logging in to your ctcLink account, please Contact the TechHub (IT Services)

Ph: (360) 992-2010

Email: techhub@clark.edu