5. Enter your

    a. **First Name**
    b. **Last Name**.

    Please make sure you have entered your name correctly.

    (If your legal name is a single name—such as Pran, Madon

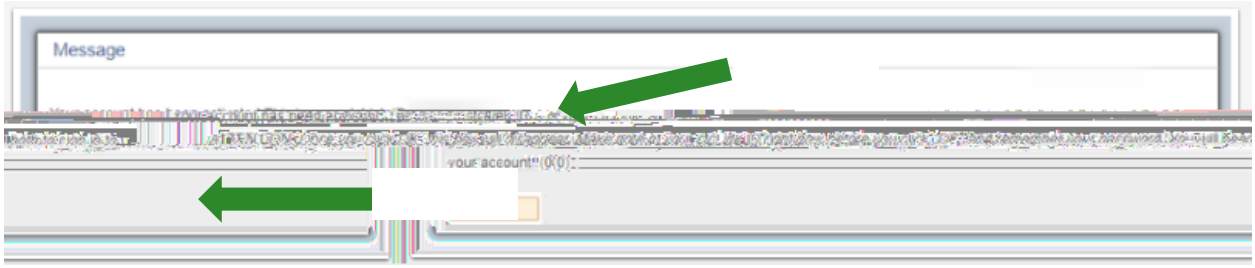
10. The **Set Your Password** page displays.

11. Enter your preferred **Email** Address
12. Select the **Security Question** from the dropdown menu.
13. Provide the **Answer** to your security question.
14. Additional Account Recovery options located in the **Account Recovery** box.
    a. Enter **Phone Number** for text (SMS) option.

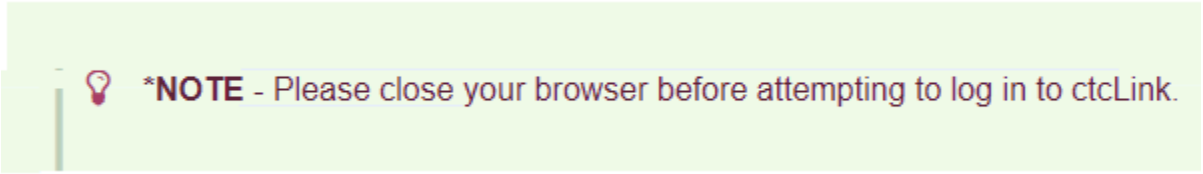
15. Create your **Password**.

    (At least 8 characters, including at least one uppercase letter, one lowercase letter and one number. Special characters may be used but are not required.)

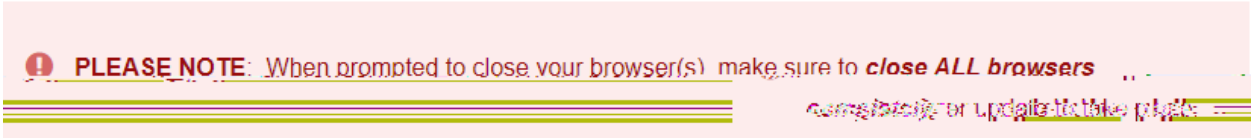
16. **Confirm** your **Password**
17. Select the **Submit** button.
18. A pop-up message will display.

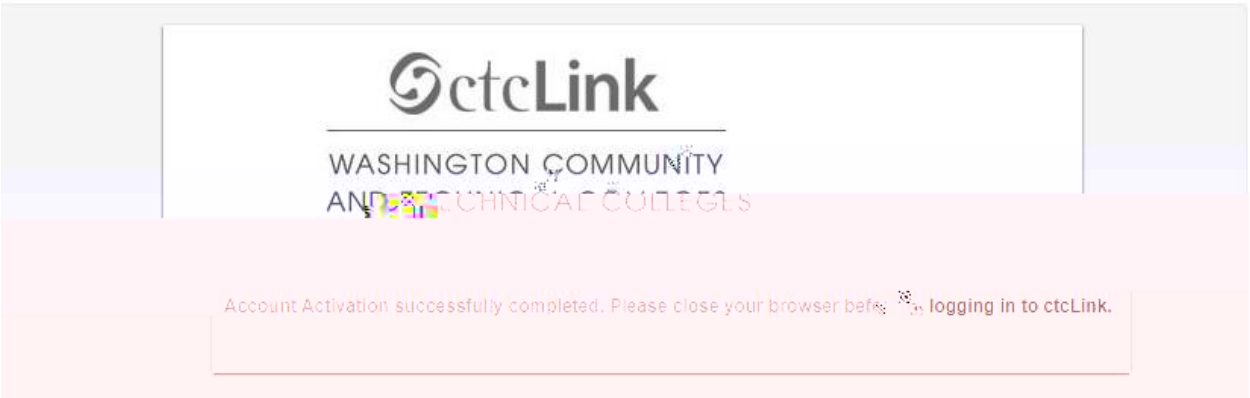


19. Make note of your **ctcLink ID.**
20. Select the **OK** button.
21. The Account Activation confirmation message displays.



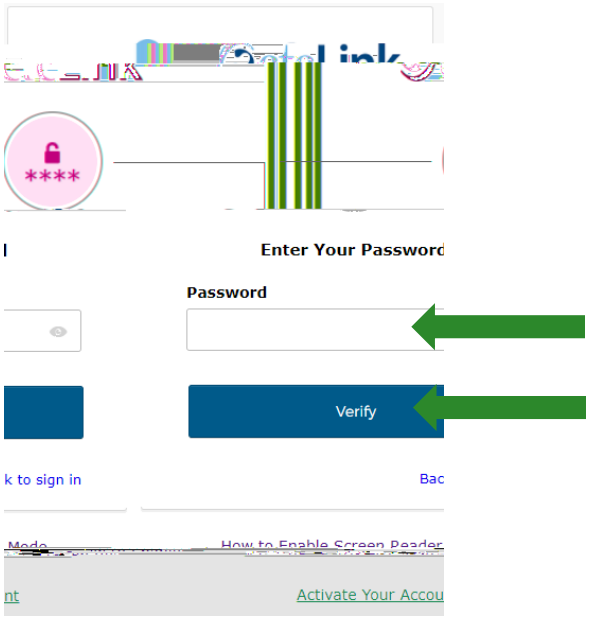
22. Close the browser tab.





23. Navigate to the **ctcLink Sign In** page https://myaccount.ctclink.us/

24. Enter your ctcLink ID
25. Click Next



26. Enter your Password
27. Click Verify