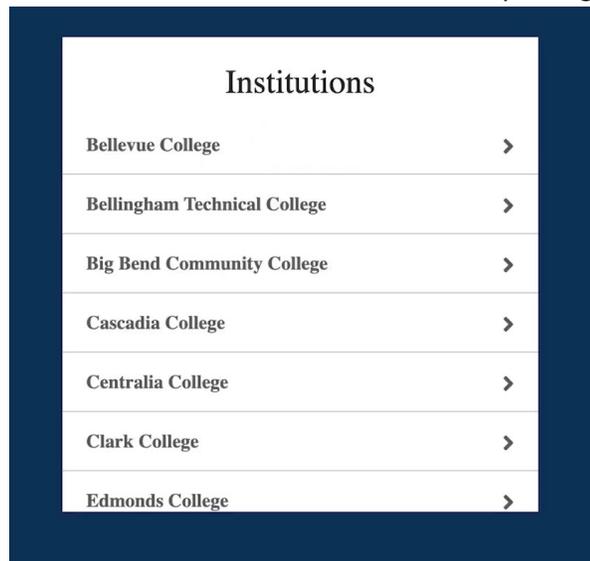
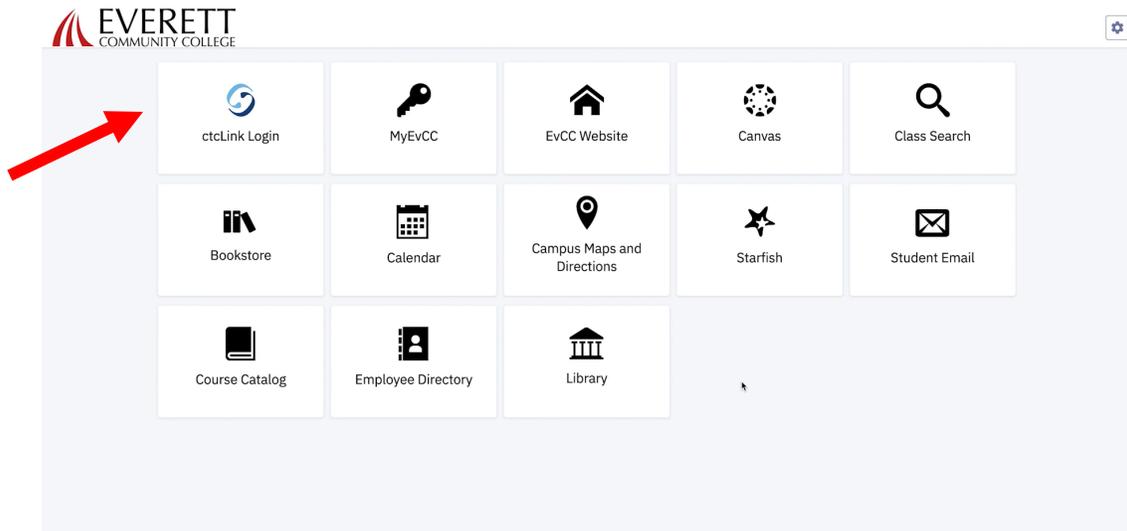


How to Register for CHS

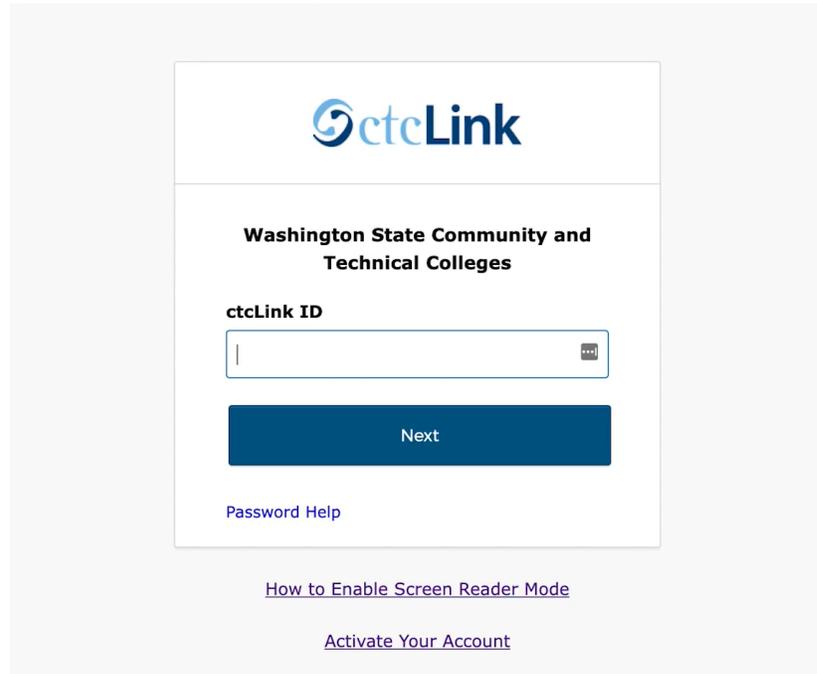
1. Download the ctclink app (Android, Apple iOS, and Windows devices) on your smart phone or tablet. You may also use the app on a computer. Access it at the following link: m.ctclink.us. **Students need to activate their ctclink account before they can use the app or website** - please [visit our main ctclink webpage](#) for instructions if you have not already activated your account.
2. Select the institution, scroll down and click on Everett Community College



3. You will be taken to the ctclink mobile app spring board. You will click on the “ctclink Login” tile in the upper left hand corner



- This will take you to the Login screen. Use your ctLink ID and the password you created when you activated your account. Click "Verify"



ctcLink

Washington State Community and Technical Colleges

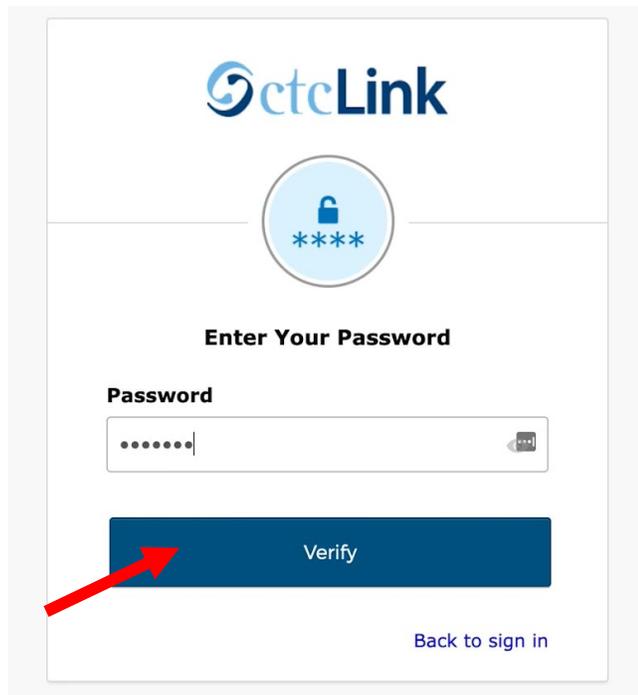
ctcLink ID

Next

[Password Help](#)

[How to Enable Screen Reader Mode](#)

[Activate Your Account](#)



ctcLink

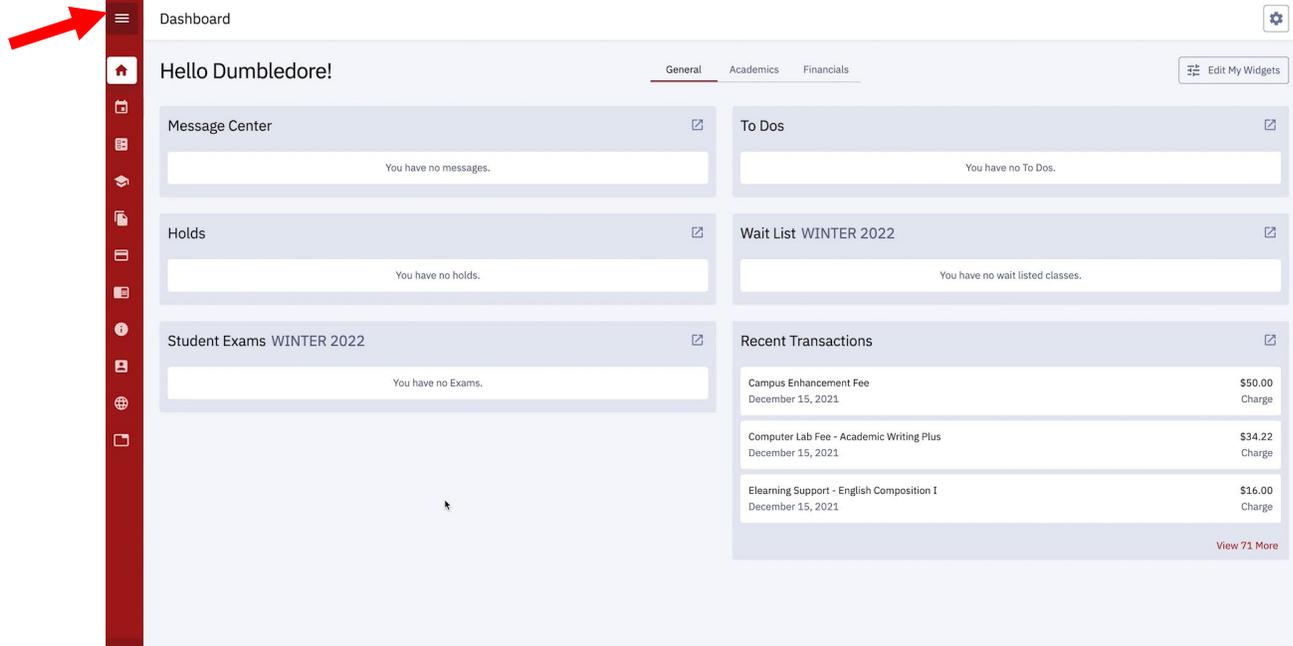
Enter Your Password

Password

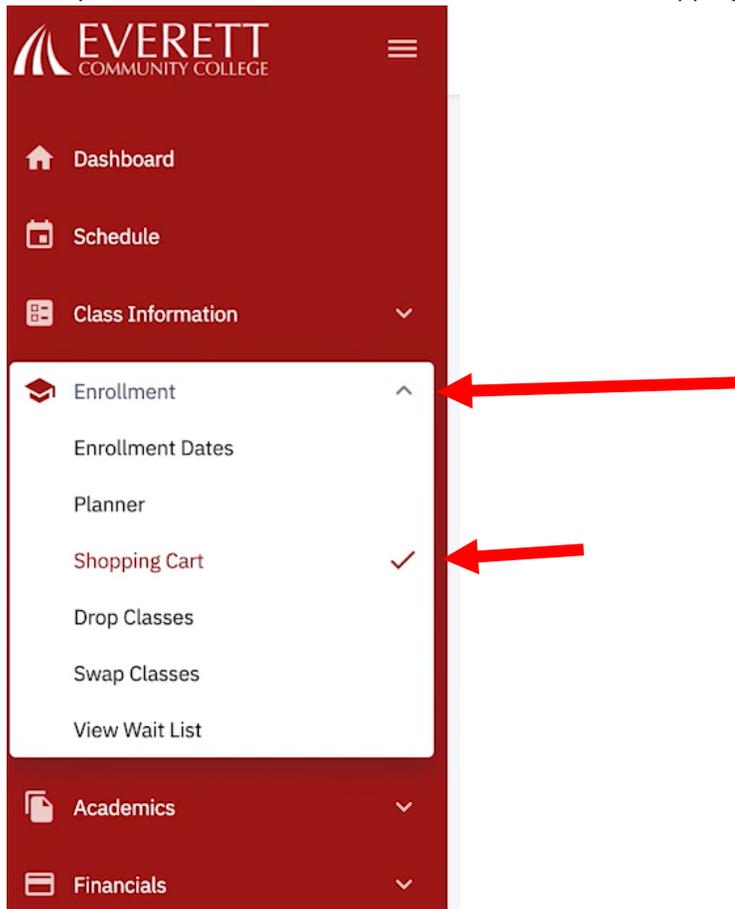
Verify

[Back to sign in](#)

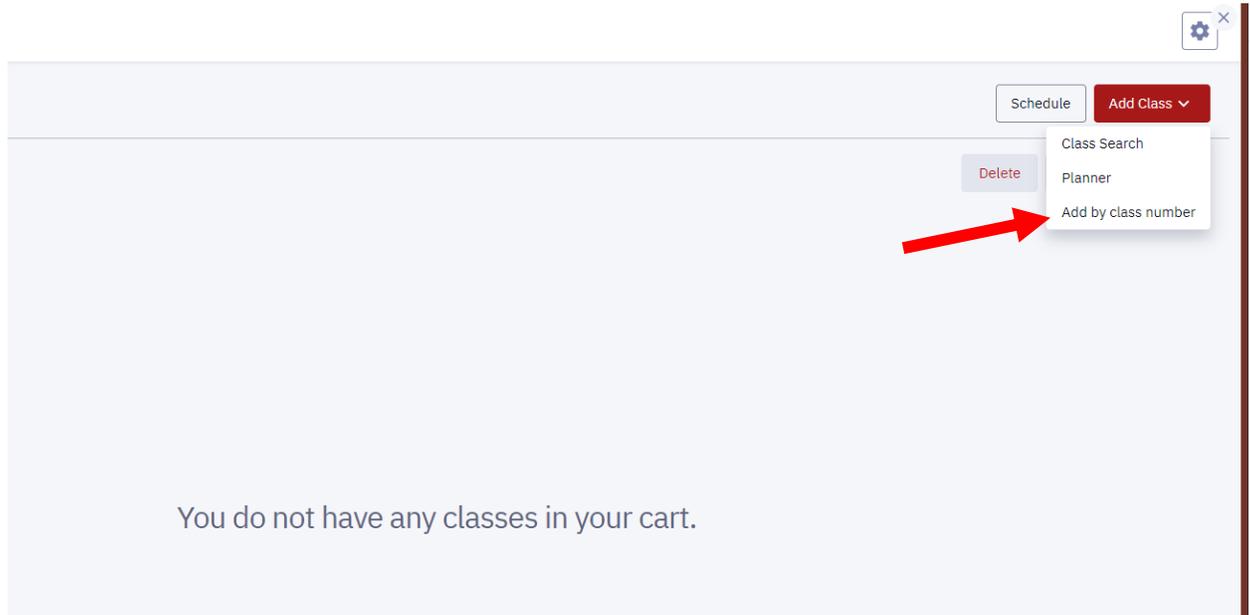
5. In the ctLink homepage, click the three lines on the top left corner to expand the menu.



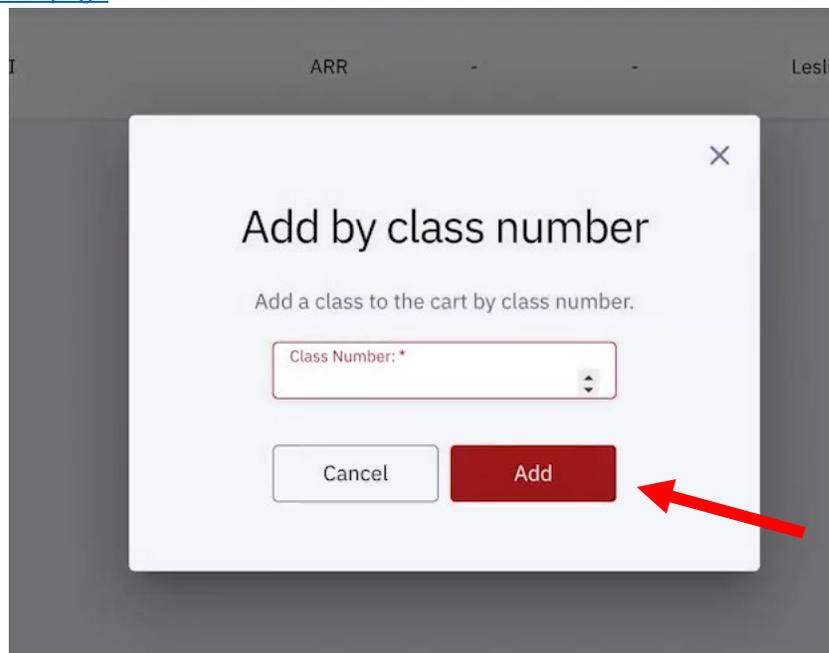
6. From your dashboard select "Enrollment" and then "Shopping Cart"



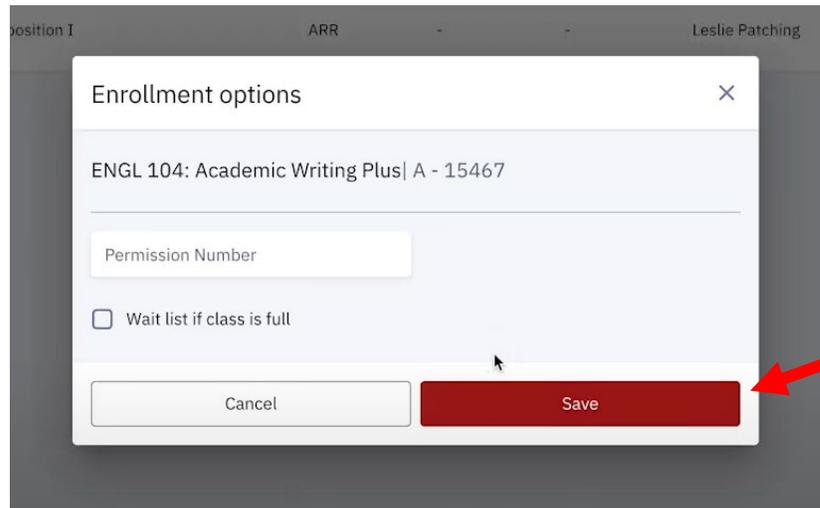
- To register for CHS classes, you will need to add the class by its class number. Click “Add Class” a drop down menu will appear, you will the select “Add by class number”. CHS classes are not featured on the EvCC Class Schedule so you will not be able to do a class search.



- Type in your class number and hit “Add”. If you do not know your class number you may find it on our 2021 – 2022 CHS Classes spreadsheet located on our [CHS Application and Registration Information webpage](#).



9. A new window will pop up displaying the class name and number. If this is the correct class hit "Save".



Enrollment options

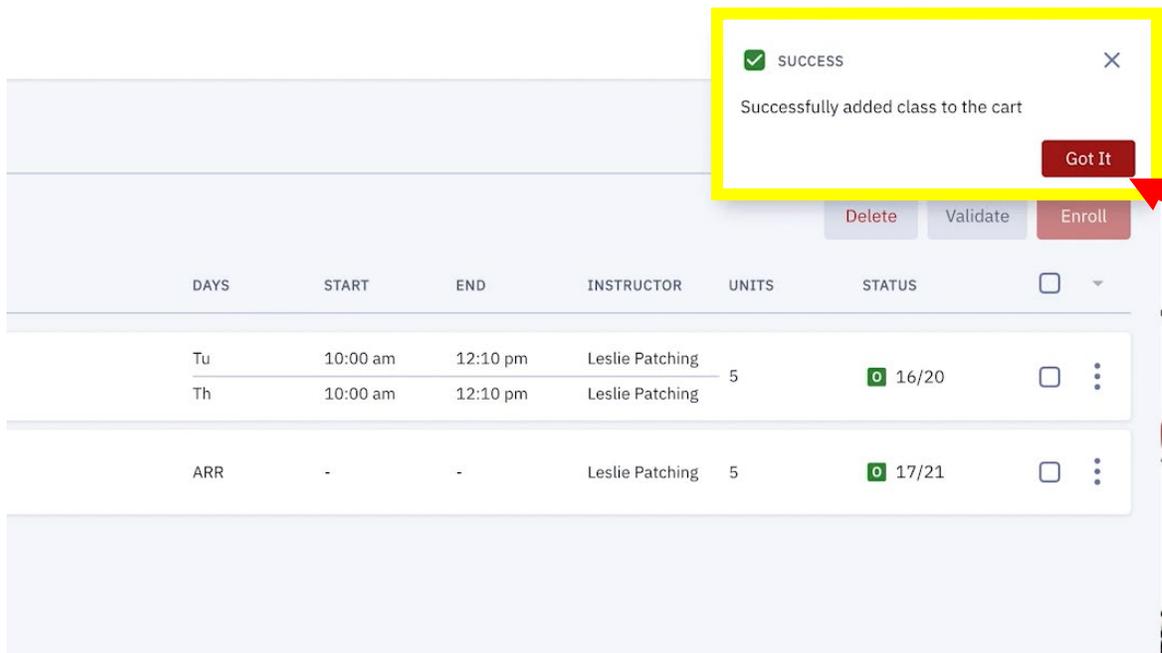
ENGL 104: Academic Writing Plus| A - 15467

Permission Number

Wait list if class is full

Cancel Save

10. A "Success" message should appear in the top right hand corner. Click "Got It".



✓ SUCCESS

Successfully added class to the cart

Got It

Delete Validate Enroll

DAYS	START	END	INSTRUCTOR	UNITS	STATUS	
Tu	10:00 am	12:10 pm	Leslie Patching	5	16/20	
Th	10:00 am	12:10 pm	Leslie Patching	5	17/21	
ARR	-	-	Leslie Patching	5		

11. Repeat step 7 – 10 for each class you wish to register for.

12. Once you have all classes in your cart check the boxes next to each class and then click “Enroll”

The screenshot shows a user interface for selecting and enrolling in classes. At the top right, there are buttons for 'Schedule', 'Add Class', 'Delete', 'Validate', and 'Enroll'. The 'Enroll' button is highlighted with a red arrow. Below these buttons is a table with the following columns: DESCRIPTION, DAYS, START, END, INSTRUCTOR, UNITS, STATUS, and a checkbox column. The table contains two rows of class information:

DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS	ENROLLMENT
Academic Writing Plus	Tu	10:00 am	12:10 pm	Leslie Patching	5	16/20	<input checked="" type="checkbox"/>
Academic Writing Plus	Th	10:00 am	12:10 pm	Leslie Patching	5	16/20	<input checked="" type="checkbox"/>
Academic Composition I	ARR	-	-	Leslie Patching	5	17/21	<input checked="" type="checkbox"/>

13. A screen will pop up with your enrollment results. If, for some reason, you were unable to register for a class, the error will display here as well.

The screenshot shows a dialog box titled 'Enrollment Results' with the subtitle 'Enrollment results of 2 class(es) for the term WINTER 2022'. The dialog box contains a table with the following columns: CLASS and RESULTS.

CLASS	RESULTS
Class # 15467	Added to your schedule.
This class has been added to your schedule.	
Class # 16319	Added to your schedule.
This class has been added to your schedule.	

At the bottom of the dialog box is an 'OK' button.

Note: The online system only allows students to register for a maximum of 20 credits. If you have registered for 20 credits and need to add more CHS classes, please complete the 2021-2022 CHS

Registration for Exceeding Credit Limit found on our [CHS Application and Registration Information webpage](#) under step 2. This is only to be used if you need to register for more than 20 credits.

Congratulations! You are now registered for your classes. Please log back in after 24 hours to pay for your classes.

If you are eligible for the CHS fee waiver please fill out the EvCC CHS Fee Waiver Request form available on our [CHS Application and Registration Information webpage](#) under step 3.

Contact us if you have any questions!

Email: collegeinhs@everettcc.edu

Phone/Text: 425-388-9040

Website: www.EverettCC.edu/CHS