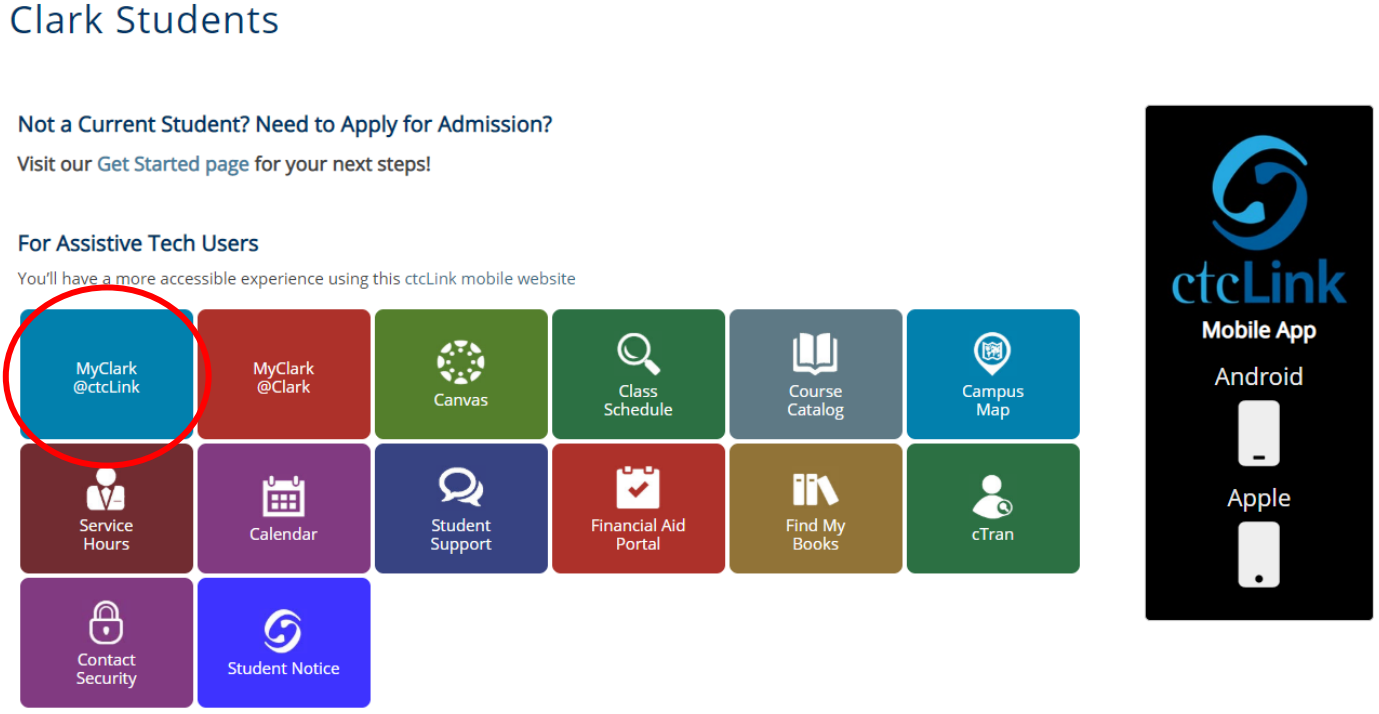
MyClark @ctcLink Desktop https://ptprd.ctclink.us/psp/ptprd/EMPLOYEE/EMPL/?cmd=logout

Adding Permission Numbers to a Class

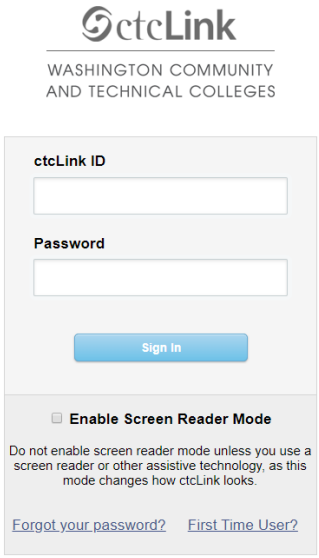
This guide has been created using the desktop web browser version of ctcLink. https://ptprd.ctclink.us/psp/ptprd/?cmd=login

This process is to be completed after an Advisor/Faculty member has provided you with a Permission Number for the specific class (formerly known as section) you have chosen to register for.



Start at the current student's page and click on the MyClark@ctcLink tile.

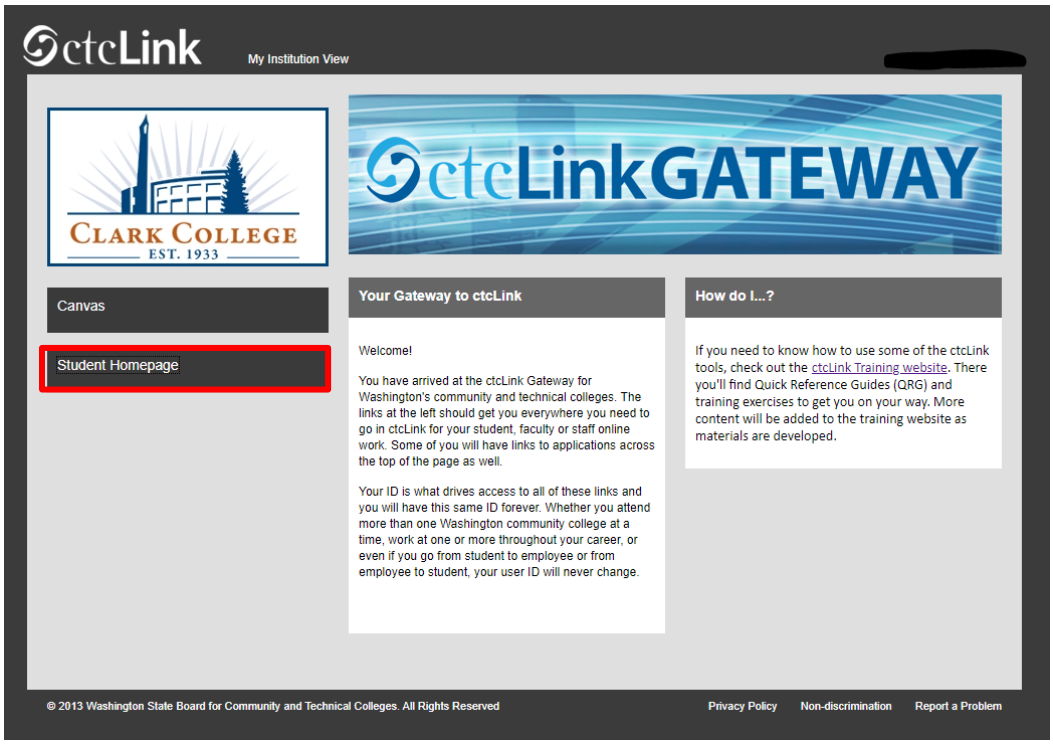
For more questions:
Phone: 360-992-2183 or 360-992-2107
E-mail: registration@clark.edu



This takes you to the desktop version of ctcLink. Log in with your ctcLink ID (either starts with 201 or 101) and the password you set up when you previously set up your new MyClark login.

If you have not done this yet, refer to this Activating your ctcLink MyClark Account Guide.

Upon logging in, you will land in ctcLink Gateway; select the Student Homepage on the left



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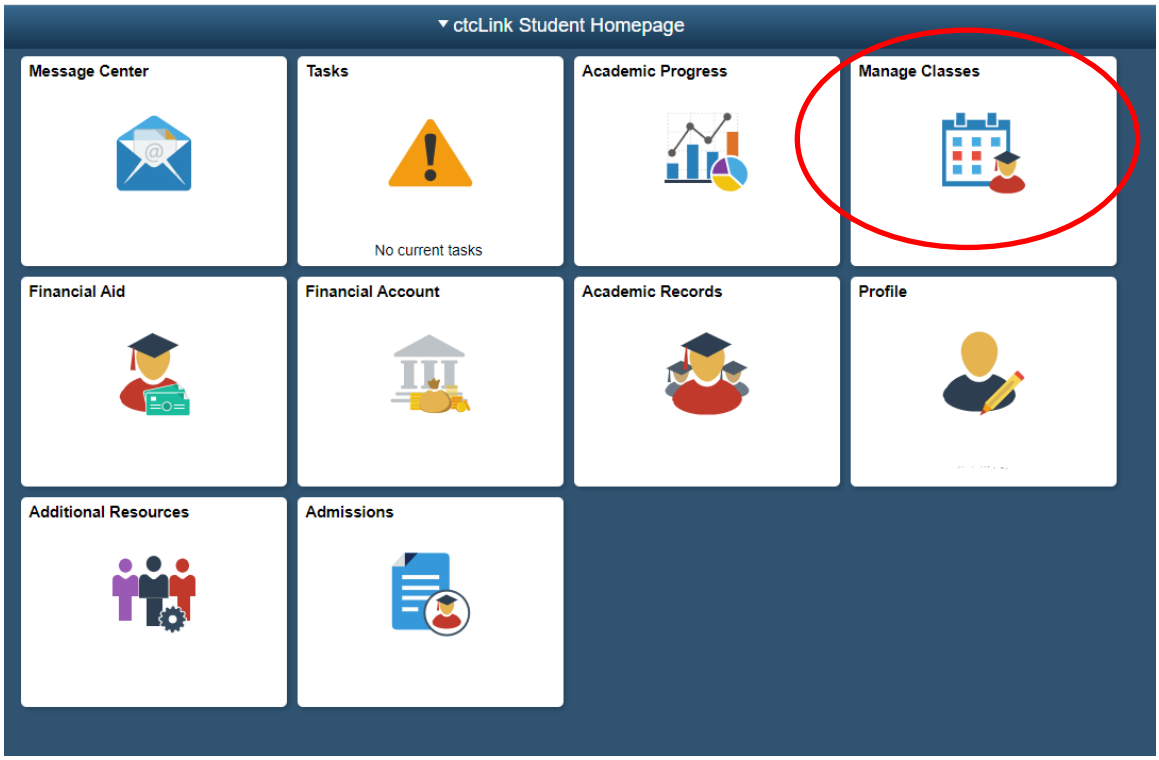
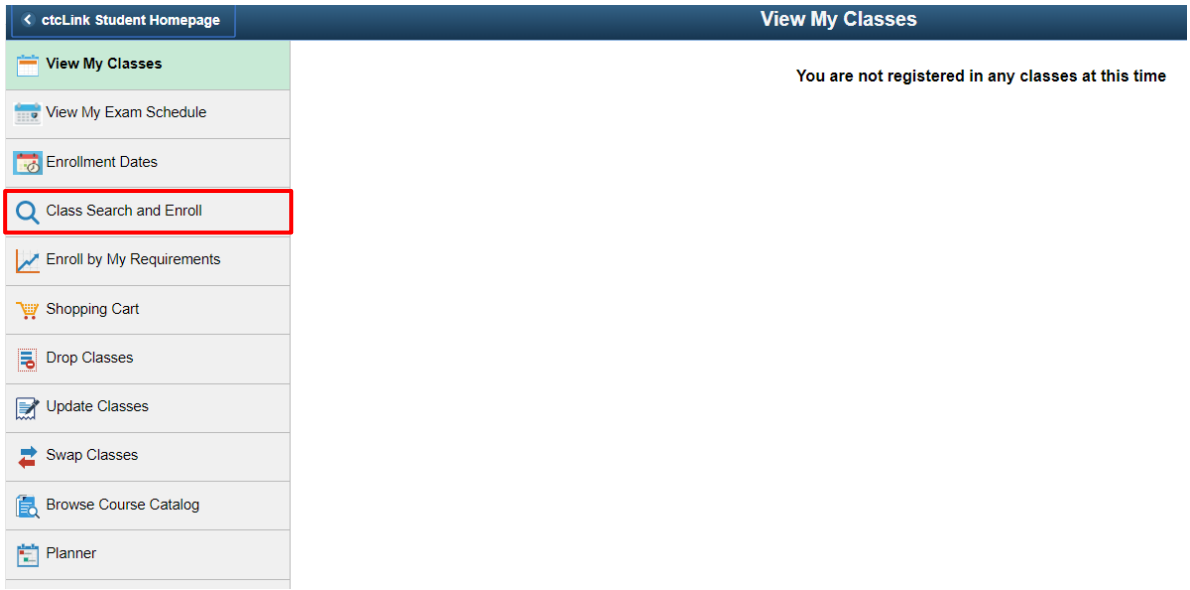
Then select Manage Classes tile



Next, select Class Search and Enroll



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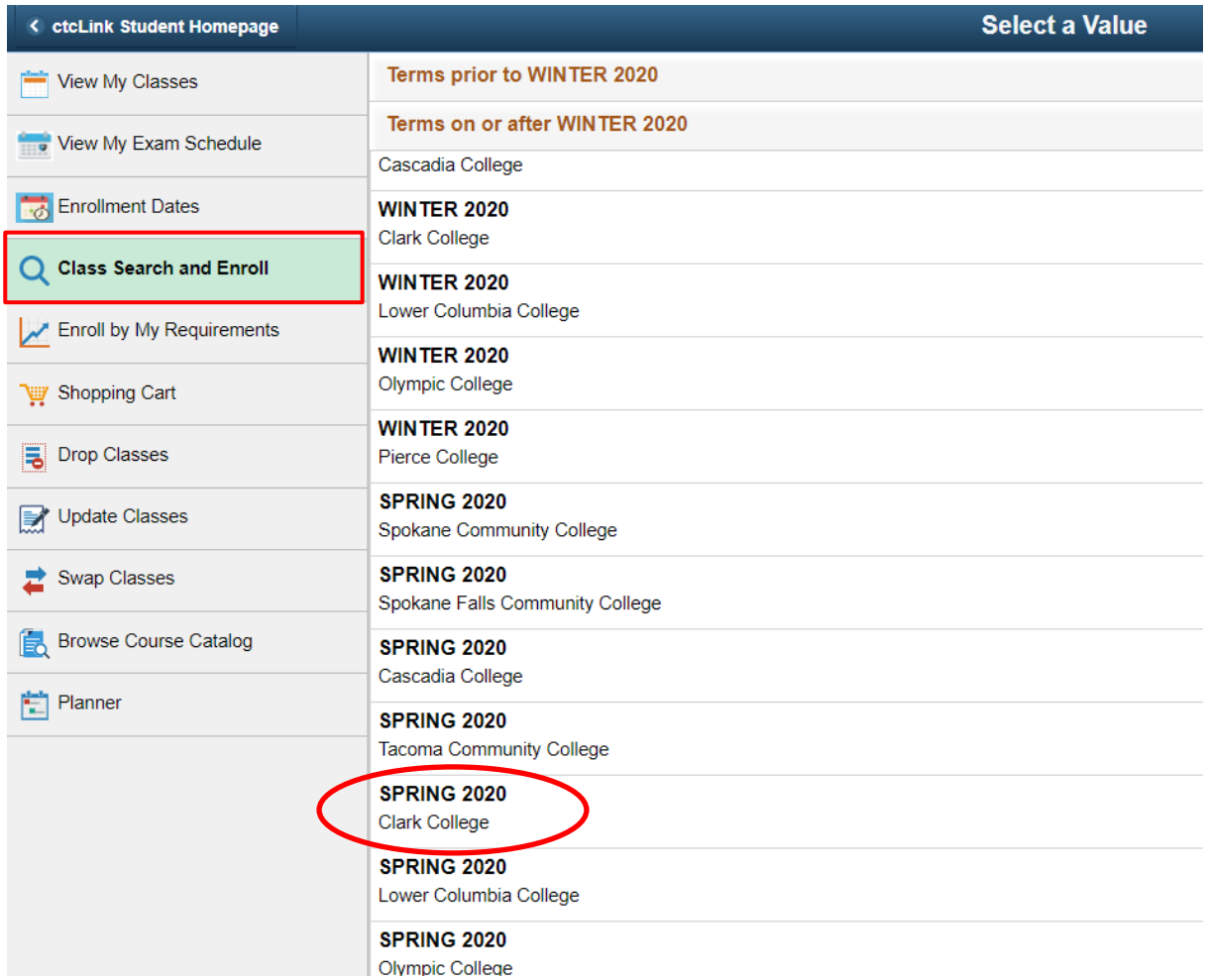
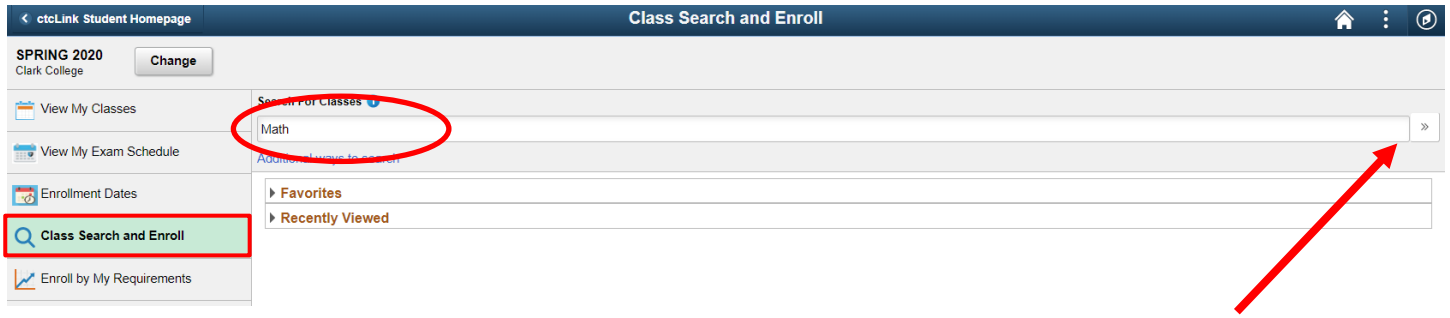
Select Term and Institution



Enter class name and then click on errors to search.



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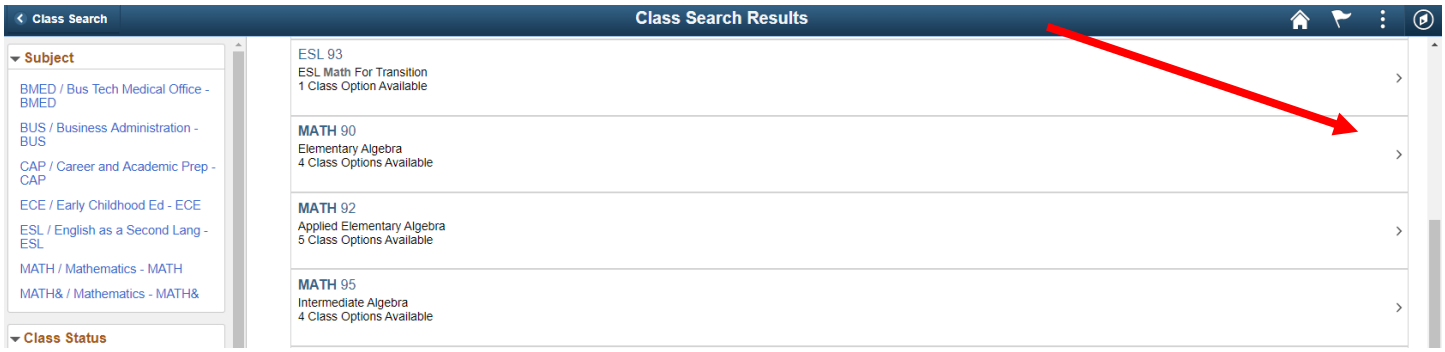
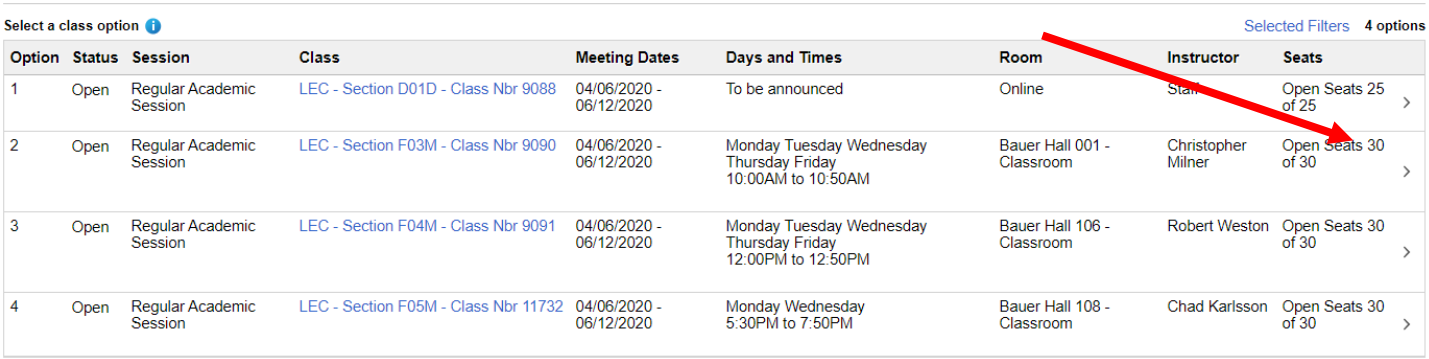
Select class from list by clicking on arror.



Select session you want by click on error.



Click Next (be patient can load slowly)

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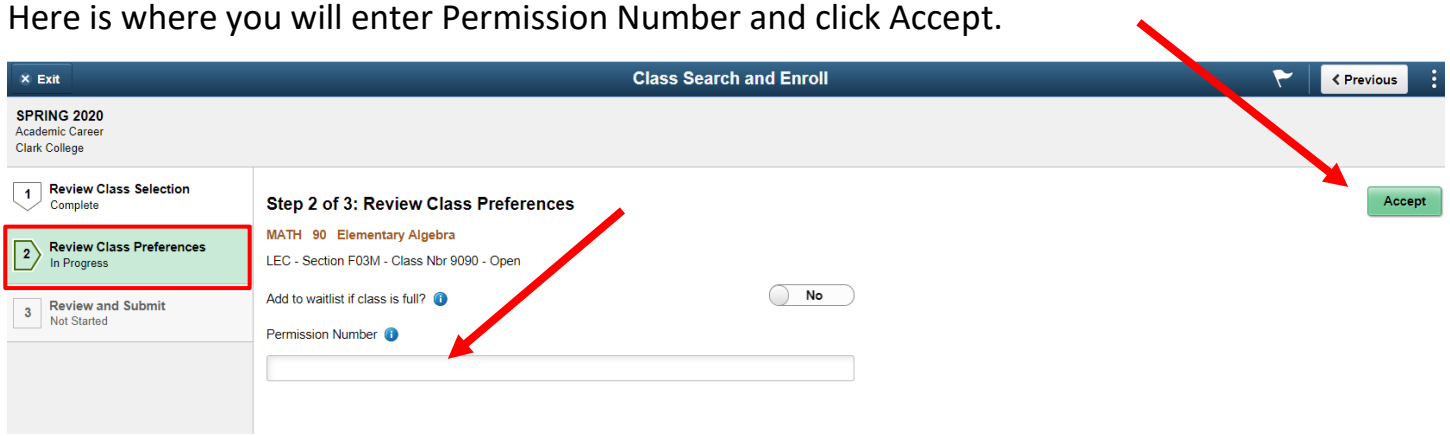
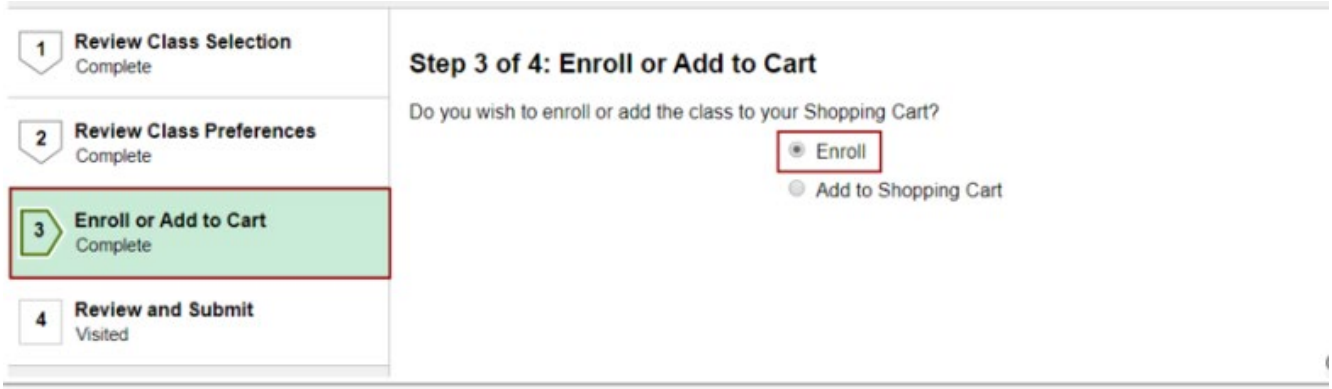
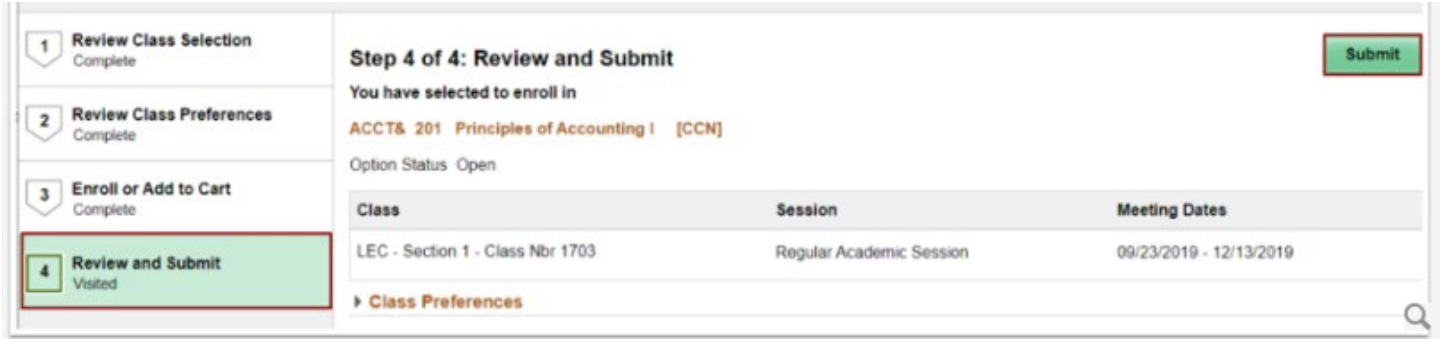
Here is where you will enter Permission Number and click Accept.



Next Select Enroll



Next Review and Submit



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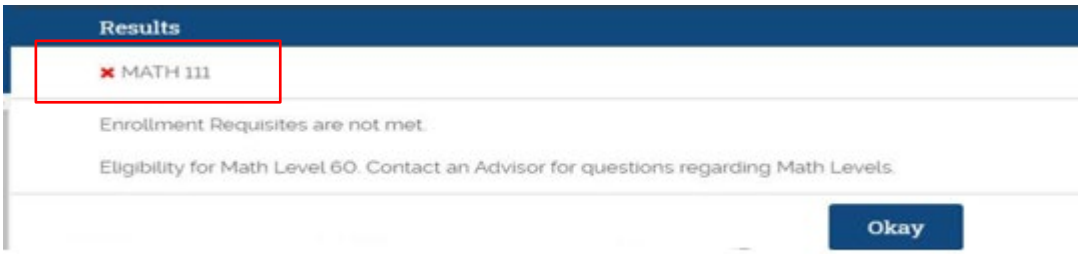
The following screenshots are examples of what the Validate screen will indicate if the permission number worked or not.

If everything is processed accurately you get a green check mark.

If it did not process accuratly you get a red X.



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