



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.

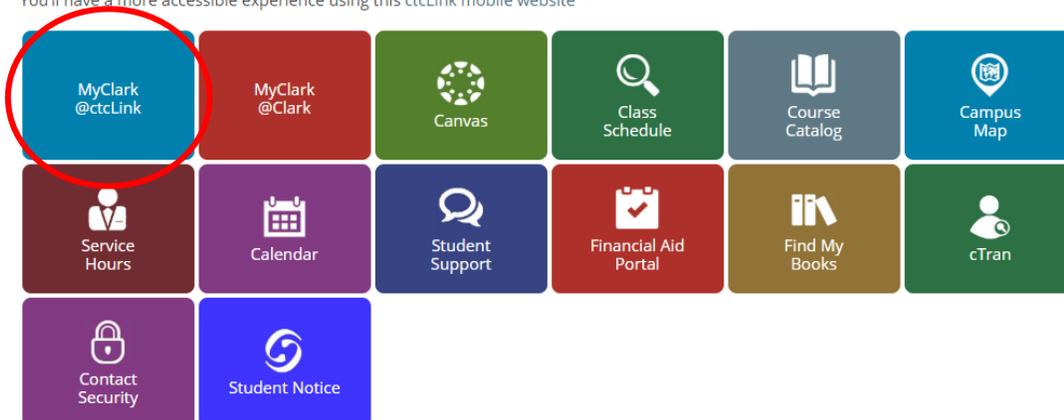
Clark Students

Not a Current Student? Need to Apply for Admission?

Visit our [Get Started page](#) for your next steps!

For Assistive Tech Users

You'll have a more accessible experience using this ctcLink mobile website



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



WASHINGTON COMMUNITY
AND TECHNICAL COLLEGES

ctcLink ID

Password

Enable Screen Reader Mode

Do not enable screen reader mode unless you use a screen reader or other assistive technology, as this mode changes how ctcLink looks.

[Forgot your password?](#) [First Time User?](#)

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

ctcLink My Institution View

CLARK COLLEGE EST. 1933

Canvas

Student Homepage

Your Gateway to ctcLink

How do I...?

Welcome!

You have arrived at the ctcLink Gateway for Washington's community and technical colleges. The links at the left should get you everywhere you need to go in ctcLink for your student, faculty or staff online work. Some of you will have links to applications across the top of the page as well.

Your ID is what drives access to all of these links and you will have this same ID forever. Whether you attend more than one Washington community college at a time, work at one or more throughout your career, or even if you go from student to employee or from employee to student, your user ID will never change.

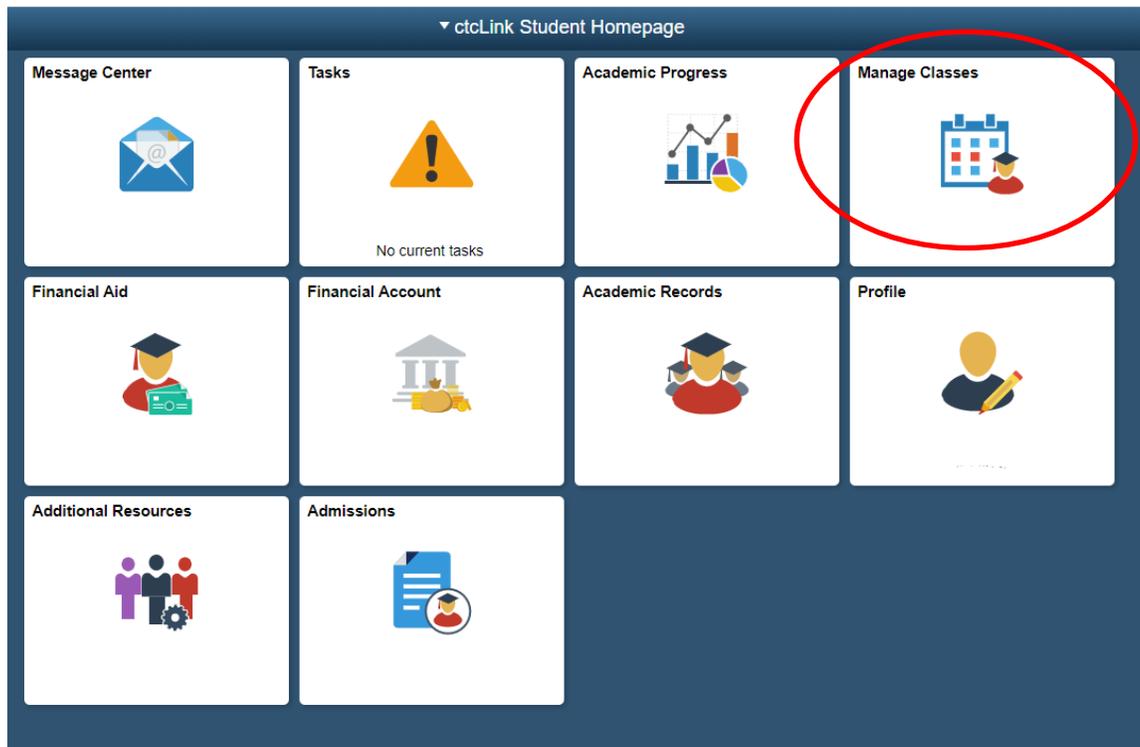
If you need to know how to use some of the ctcLink tools, check out the [ctcLink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.

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[Privacy Policy](#) [Non-discrimination](#) [Report a Problem](#)

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Then select Manage Classes tile



Next, select Class Search and Enroll



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Select Term and Institution

The screenshot shows the 'ctcLink Student Homepage' with a 'Select a Value' dropdown menu. The left sidebar contains navigation options: View My Classes, View My Exam Schedule, Enrollment Dates, **Class Search and Enroll** (highlighted), Enroll by My Requirements, Shopping Cart, Drop Classes, Update Classes, Swap Classes, Browse Course Catalog, and Planner. The main content area lists institutions and terms:

- Terms prior to WINTER 2020
- Terms on or after WINTER 2020
- Cascadia College
- WINTER 2020** Clark College
- WINTER 2020** Lower Columbia College
- WINTER 2020** Olympic College
- WINTER 2020** Pierce College
- SPRING 2020** Spokane Community College
- SPRING 2020** Spokane Falls Community College
- SPRING 2020** Cascadia College
- SPRING 2020** Tacoma Community College
- SPRING 2020** Clark College (circled in red)
- SPRING 2020** Lower Columbia College
- SPRING 2020** Olympic College

Enter class name and then click on errors to search.

The screenshot shows the 'Class Search and Enroll' page. The top navigation bar includes 'ctcLink Student Homepage' and 'Class Search and Enroll'. The main content area shows the search process:

- Term: **SPRING 2020** Clark College (with a 'Change' button)
- Search For Classes dropdown menu
- Search input field containing 'Math' (circled in red)
- Search button (indicated by a red arrow)
- Additional ways to search: Favorites, Recently Viewed

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Select class from list by clicking on arrow.

Class Search Results

Subject

- BMED / Bus Tech Medical Office - BMED
- BUS / Business Administration - BUS
- CAP / Career and Academic Prep - CAP
- ECE / Early Childhood Ed - ECE
- ESL / English as a Second Lang - ESL
- MATH / Mathematics - MATH
- MATH& / Mathematics - MATH&

Class Status

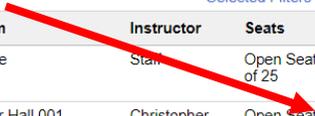
ESL 93 ESL Math For Transition 1 Class Option Available	>
MATH 90 Elementary Algebra 4 Class Options Available	>
MATH 92 Applied Elementary Algebra 5 Class Options Available	>
MATH 95 Intermediate Algebra 4 Class Options Available	>



Select session you want by click on error.

Select a class option Selected Filters 4 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	LEC - Section D01D - Class Nbr 9088	04/06/2020 - 06/12/2020	To be announced	Online	Stan	Open Seats 25 of 25
2	Open	Regular Academic Session	LEC - Section F03M - Class Nbr 9090	04/06/2020 - 06/12/2020	Monday Tuesday Wednesday Thursday Friday 10:00AM to 10:50AM	Bauer Hall 001 - Classroom	Christopher Milner	Open Seats 30 of 30
3	Open	Regular Academic Session	LEC - Section F04M - Class Nbr 9091	04/06/2020 - 06/12/2020	Monday Tuesday Wednesday Thursday Friday 12:00PM to 12:50PM	Bauer Hall 106 - Classroom	Robert Weston	Open Seats 30 of 30
4	Open	Regular Academic Session	LEC - Section F05M - Class Nbr 11732	04/06/2020 - 06/12/2020	Monday Wednesday 5:30PM to 7:50PM	Bauer Hall 108 - Classroom	Chad Karlsson	Open Seats 30 of 30



Click Next (be patient can load slowly)

Class Search and Enroll

SPRING 2020
Academic Career
Clark College

1 Review Class Selection (Visited)

2 Review Class Preferences (Not Started)

3 Review and Submit (Not Started)

Step 1 of 3: Review Class Selection

You have selected

MATH 90 Elementary Algebra

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section F03M - Class Nbr 9090	Regular Academic Session	04/06/2020 - 06/12/2020	Monday to Friday 10:00AM to 10:50AM	Open Seats 30 of 30

Next >



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

Class Search and Enroll

SPRING 2020
Academic Career
Clark College

1 Review Class Selection Complete

2 Review Class Preferences In Progress

3 Review and Submit Not Started

Step 2 of 3: Review Class Preferences

MATH 90 Elementary Algebra
LEC - Section F03M - Class Nbr 9090 - Open

Add to waitlist if class is full? No

Permission Number

Accept

Next Select Enroll

Step 3 of 4: Enroll or Add to Cart

Do you wish to enroll or add the class to your Shopping Cart?

Enroll

Add to Shopping Cart

Next Review and Submit

Step 4 of 4: Review and Submit

You have selected to enroll in

ACCT& 201 Principles of Accounting I [CCN]

Option Status Open

Class	Session	Meeting Dates
LEC - Section 1 - Class Nbr 1703	Regular Academic Session	09/23/2019 - 12/13/2019

Class Preferences

Submit

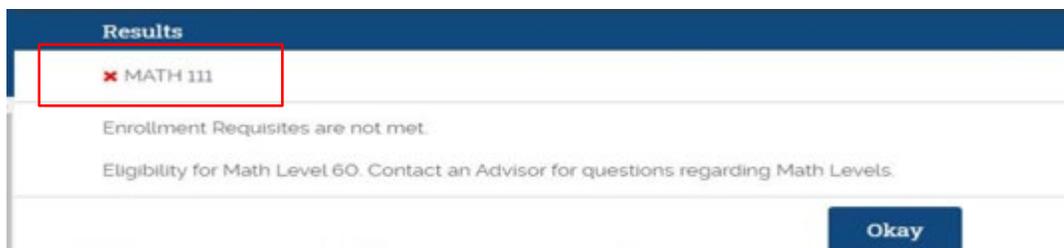
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The following screenshots are examples of what the Validate screen will indicate if the permission number worked or not.

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



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



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