



College in the High School Admissions Application

The College in the High School admissions application is supported through the SBCTC platform called CTC Link. Students will create a CTC Link User Account and then fill out the SPSCC admissions application. Below is detailed information about the admissions application process.

Go to <https://apply.ctc.edu/enrollment/WA240> to access the admissions application

Setting up your CTC Link User Account

Setting up your account requires you to create a username and password. Make sure it's something you will remember! *Note: If you have applied to another Community College in Washington State and already have a CTC Link account, you can use that to log in and submit an SPSCC application.*

My Username:

My Password:

COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

Welcome!
Online Admissions Application
To apply to a college, please create an admissions application account.

Create an account
or Log in

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COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

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Create Username *

Password * Confirm Password *

Title

First Name * Middle Name

Last Name * Name Suffix

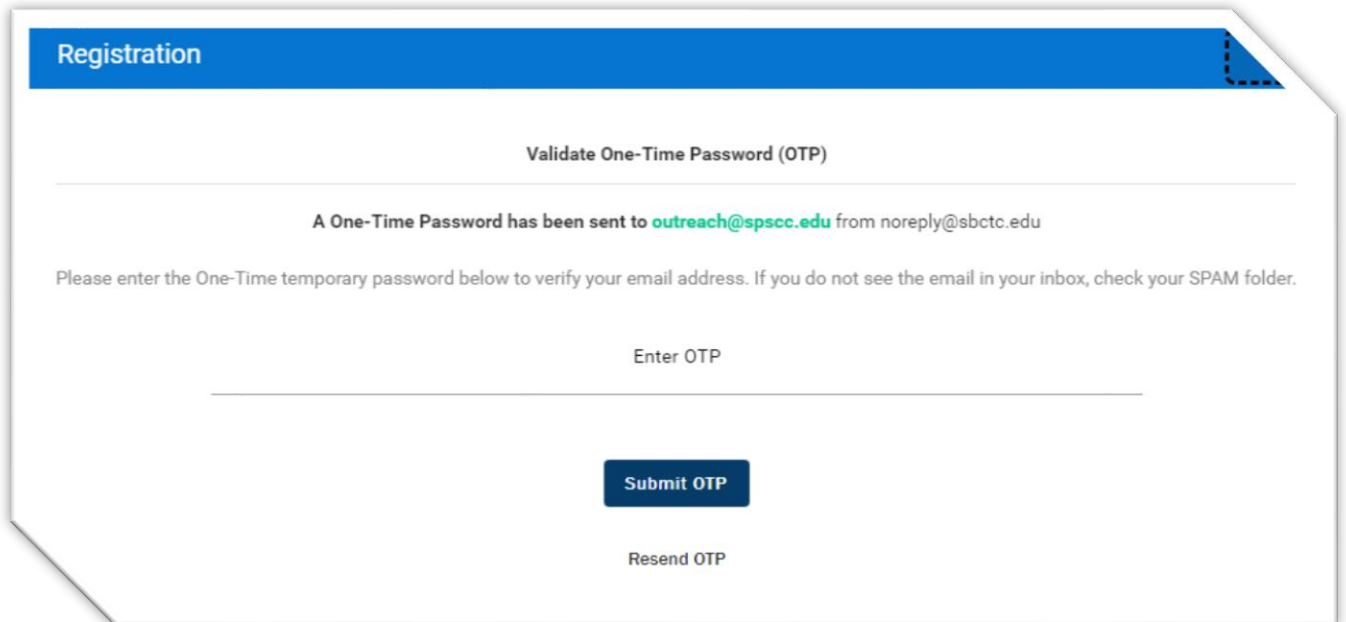
Date of Birth * Email Address*

Submit

You will use this information to log in and create your CiHS admissions application. **Do not use a high school email address- please use a personal or family email that you have access to.**

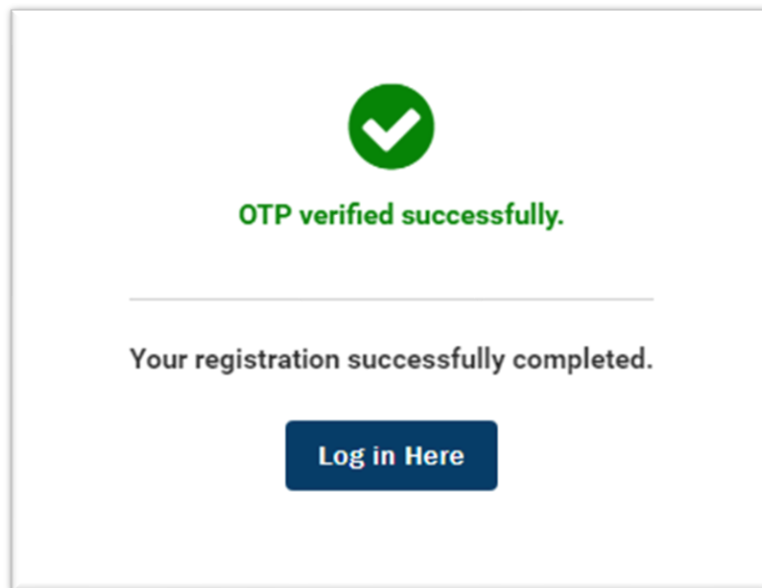
Once you create an account, a verification email will be sent to the email address you listed on your account creation page. **Make sure you check your junk mail folder!** Your confirmation email might have ended up there.

When you submit your user information you will get an email to the email address you put in your user set up with a one-time numerical code which you will then enter in on the Validation pop up:



The image shows a registration validation pop-up window. At the top, there is a blue header with the word "Registration" in white. Below the header, the title "Validate One-Time Password (OTP)" is centered. A message states: "A One-Time Password has been sent to outreach@spscc.edu from noreply@sbtc.edu". Below this, a note says: "Please enter the One-Time temporary password below to verify your email address. If you do not see the email in your inbox, check your SPAM folder." There is a text input field with the placeholder "Enter OTP". Below the input field is a blue button labeled "Submit OTP". At the bottom, there is a link labeled "Resend OTP".

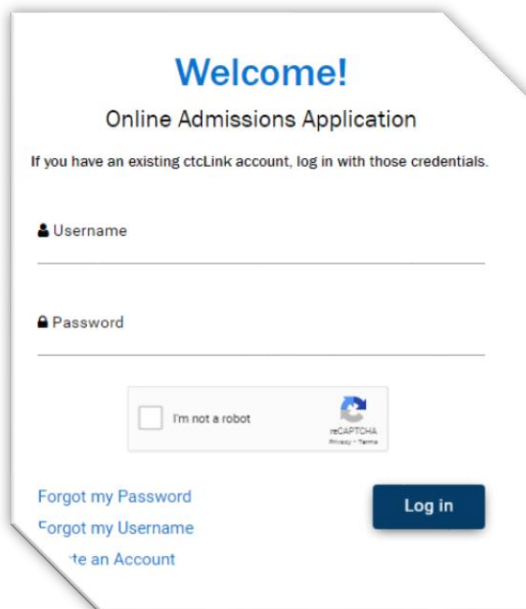
Once you enter in the code you will get a success confirmation. Click the button to then log in and complete your application!



The image shows a success confirmation message. At the top, there is a green checkmark icon inside a circle. Below the icon, the text "OTP verified successfully." is displayed in green. A horizontal line separates this from the next line of text: "Your registration successfully completed." Below this text is a blue button labeled "Log in Here".

Completing the College in the High School Admissions Application

Once you have set up your CTC Link Admissions Account, you can complete the CiHS Application. Begin by logging into the CTC Link Online Admissions Application Portal (OAAP):



The screenshot shows a login page titled "Welcome! Online Admissions Application". It includes a message: "If you have an existing ctcLink account, log in with those credentials." Below this are input fields for "Username" and "Password". A reCAPTCHA widget is present with the text "I'm not a robot". At the bottom, there are links for "Forgot my Password", "Forgot my Username", and "Create an Account", along with a blue "Log in" button.

Note: If you have forgotten your username or password, click on the links at the bottom to recover. It will ask you to answer the security questions you set up during your account creation.

This next part is REALLY IMPORTANT! Please fill out the Application EXACTLY as it shows below.




Take your life to the next level!



Start A New Application

Immediately below this page, you will find detailed explanations for each section.

[Logout](#)

College *	I will be enrolling as a... *
 South Puget Sound Comm College	First Year
Program *	Term *
Transitional Studies	See note below
Degree or Certificate I am seeking... *	Academic Focus Area
Undecided - Trans Studies	

[Apply](#)

College: South Puget Sound Community College

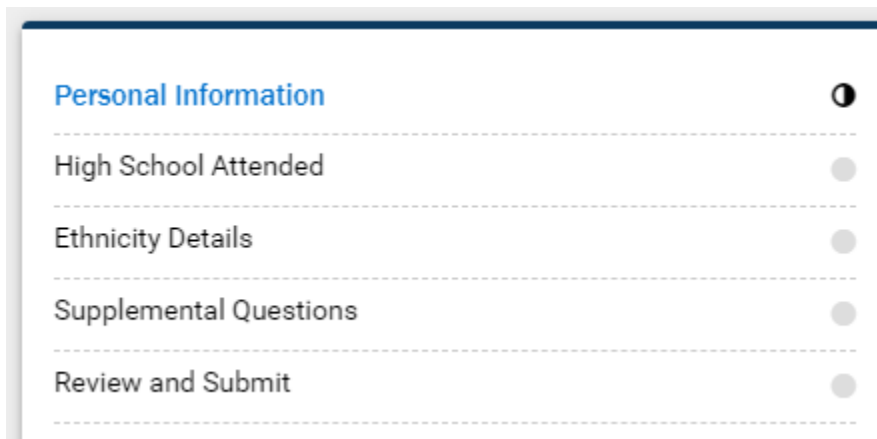
I will be enrolling as a...: First Year

Program: Transitional Studies

Term: Winter XXXX if you are applying during first semester and Spring XXXX if you are applying during second semester

Degree or Certificate I am seeking...: Undecided- Trans Studies

The next few screens then ask you for your information. Please fill these portions of the application out as accurately and completely as possible. **THERE ARE FIVE PAGES THAT MUST BE COMPLETED (but this normally doesn't take longer than 15 minutes!):**



A few things to note:

1. **Make sure you watch out for Auto Fill!** If your application is submitted with your parent's information by mistake it can be fixed, but it will delay your CiHS enrollment and will require you to come to campus with photo ID to correct.
2. **You are not required to submit your SSN or ITIN**, however if in the future you plan to apply for Financial Aid this will be required at that time.
3. **Your address information must match the USPS Address Authenticator.** If you enter in an address that is not recognized, you will not be able to move forward. Make sure you have your complete mailing address.
4. **If you are a current senior**, please choose "High School Diploma" for your completion status on the High School Attended page.

Have Questions or Need Help? | outreach@spscc.edu | 360.596.5440 |