**SCC and SFCC Portal Set Up and Task Completion**

SCC/SFCC Portal Set Up

* Go to [www.spokanefalls.edu](http://www.spokanefalls.edu) or [www.scc.spokane.edu](http://www.scc.spokane.edu)
* Click ‘Student Tools’ (Drop down box near top of page.)
* Click on ‘ctcLink’
* Sign in or click on ‘First Time User’ to set up portal
* Click on ‘Student Homepage’
* Click on ‘Tasks’; ‘To Do List’ and then click on task (see below).

Completing Terms & Conditions form.

* Log in to your portal and click on Tasks and then ‘To Do List’
* Click on ‘2020-2021 Terms & Conditions’ form
* Log in using CCS email as username (first name, first initial of last name, last 4 digits of ctcLink ID @bigfoot.spokane.edu) and ctcLink ID for password.
* EXAMPLE: Username: nancyp1234@bigfoot.spokane.edu

 Password: 123577979

* Read the terms, check the “I understand” box and submit.

Completing Tasks

* Log in to your portal and click on Tasks and then ‘Holds’
* Click on each link to see what you are required to do

Task Notes:

* If you applied to both SCC and SFCC, you will have tasks for both schools. I would recommend completing Terms & Conditions for both, however you only need to complete tasks for the campus you plan to attend.
* New Student Orientation (NSO). Both SCC and SFCC will ask you to complete an NSO online. Complete the NSO for the campus you plan to attend.

How to Complete New Student Orientation

* Log in to your ctcLink and click on ‘Canvas’
* Click on your campus (SCC or SFCC)
* Log in with your ctcLink username/password
* ‘Accept’ your invitation to complete New Student Orientation
* Read each module and take quizzes until you complete NSO