Follow this guide to activate your LionsLink account and to log-in to LionsLink for the first time.

**Step 1)**  
Go to the **LionsLink Powered by ctcLink Account Activation page** – [LWTech.edu/LionsLinkActivation](http://LWTech.edu/LionsLinkActivation)

**Step 2)**  
Click on "Activate Your Account" link at the bottom of the page.

**Step 3)**  
Click on "OK" to be redirected to the ctcLink Activate Your Account Page.

**Step 4)**  
In the "Activate Your Account" page, enter your **legal name** and **date of birth** in the fields provided and click on "Submit".

In the **ID Type** box:

a) Leave the drop down set to **ctcLink ID (new)** and enter your new Employee ID number (EMPL ID) you received through email.

b) If you were an employee at LWTech prior to February 28th, you can also activate your account by changing the drop down to **SID (old)** and entering in your SID number in the box that follows.
Step 5)
In the "Set Your Password" page.

a) Enter your LWTech employee email address.

b) Select your security questions from the drop-down menu. Answers must be at least 6 characters long.

c) Review the account recovery options. Enter a phone number for text and one phone number for voice (can be the same if phone number receives text messages).

d) Set your password based on the requirements listed. Verify your password.

e) Click on the "Submit" button.

Step 6)
From the pop-up window, make note of your Employee ID Number. It will not display again. Click on the “OK” button.

Step 7)
When the Account Activation confirmation message displays, close the browser to complete the process.

You’re done! You have successfully activated your LionsLink Powered by ctcLink account!

Continue reading to get instructions for how to log-in to LionsLink for the first time.
Follow this guide to log in to LionsLink for the first time.

**Step 1)**
After activating your account, close your web browser completely, including all open tabs. Open a new web browser (Firefox and Chrome work best) and navigate to the LionsLink Powered by ctcLink Classic View log in page - [LWTech.edu/ClassicLogin](http://LWTech.edu/ClassicLogin)

**Step 2)**
Enter your Employee ID Number (EMPLD ID) into the ctcLink ID field, click on “Next”.

**Step 3)**
Enter your password into the “Password” field, click on “Verify”.

**Step 4)**
Select the “Homepage” you need from the left side menu or top right on your LionsLink (Powered by ctcLink) Gateway. The available options will vary based on your security in the system.

Your landing page might look a little different than the image below.

Done! You have logged into LionsLink Powered by ctcLink for the first time.

Remember, the best way for employees to access LionsLink is [LWTech.edu/ClassicLogin](http://LWTech.edu/ClassicLogin)