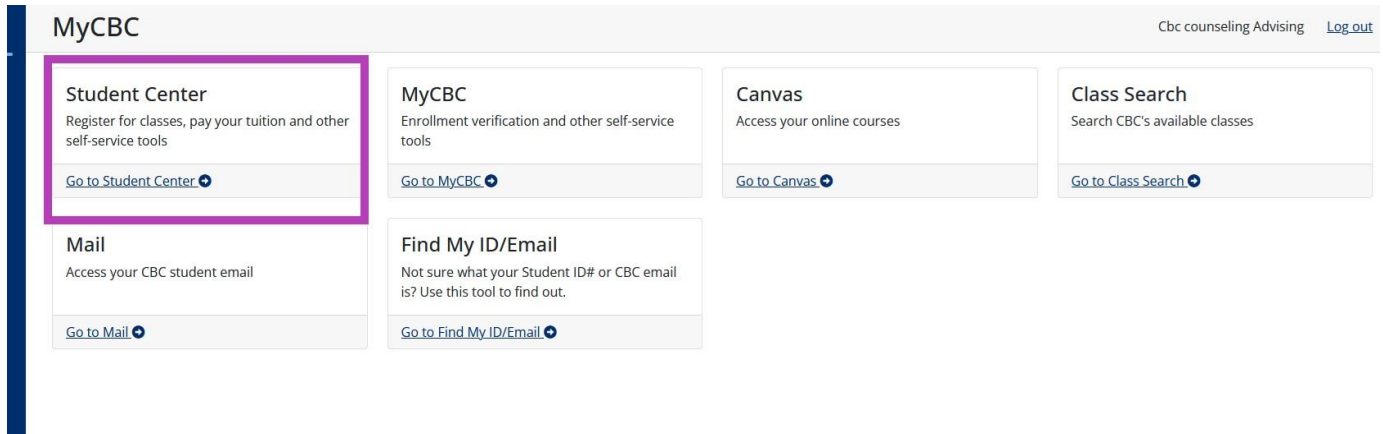



1. Visit MyCBC at <https://apps.columbiabasin.edu/mycbc>
2. Click on **Student Center**. It takes you to your ctclinkGateway.



The screenshot shows the MyCBC website interface. At the top left, the text "MyCBC" is displayed. In the top right corner, there are links for "Cbc counseling Advising" and "Log out". The main content area is divided into several sections:

- Student Center**: A box with a purple border containing the text "Register for classes, pay your tuition and other self-service tools" and a button "Go to Student Center".
- MyCBC**: A box containing "Enrollment verification and other self-service tools" and a button "Go to MyCBC".
- Canvas**: A box containing "Access your online courses" and a button "Go to Canvas".
- Class Search**: A box containing "Search CBC's available classes" and a button "Go to Class Search".
- Mail**: A box containing "Access your CBC student email" and a button "Go to Mail".
- Find My ID/Email**: A box containing "Not sure what your Student ID# or CBC email is? Use this tool to find out." and a button "Go to Find My ID/Email".

3. Click on **Student Homepage**.

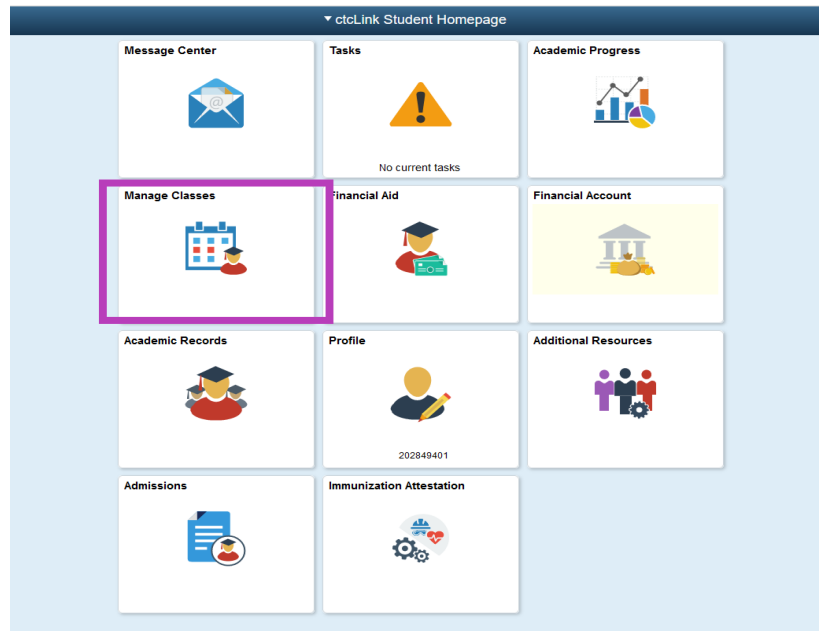


The screenshot shows the ctclink Gateway website interface. At the top left, the "ctclink" logo is displayed. In the top right corner, there is a link for "Welcome CBC Counseling Advising!". The main content area is divided into several sections:

- Navigation Menu**: A vertical menu on the left side with a purple border around the "Student Homepage" option. Other options include "Canvas".
- Header**: A banner with the "ctclink GATEWAY" logo.
- Content Area**: A central area with a "Welcome!" message and a "Your Gateway to ctclink" section. The "Your Gateway to ctclink" section contains a paragraph of text: "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." Below this is another paragraph: "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."
- Help Section**: A section titled "How do I...?" with a paragraph of text: "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."

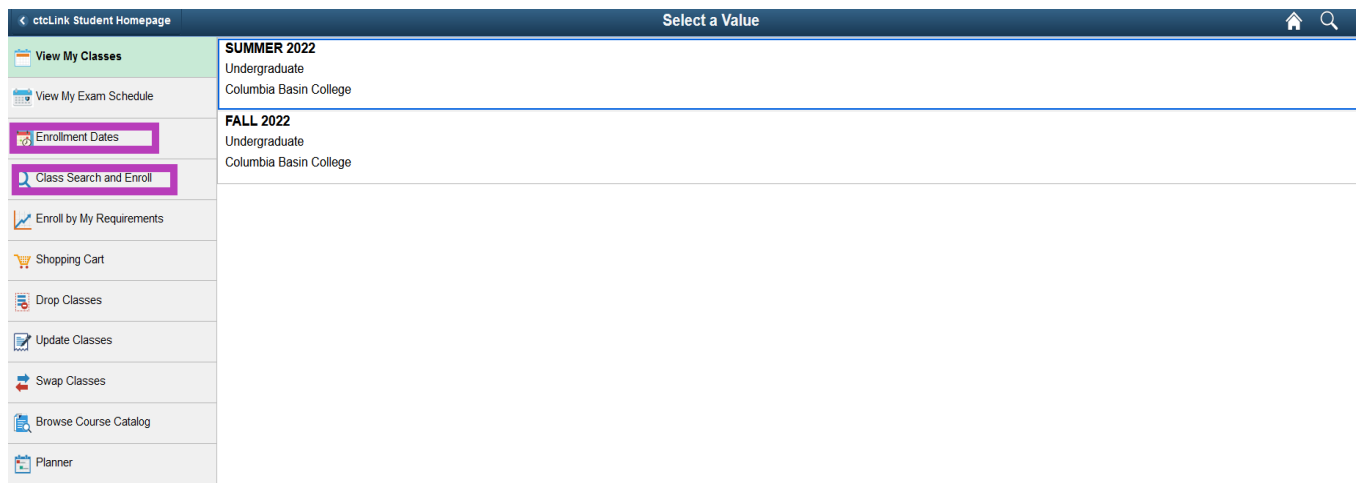
At the bottom of the page, there is a footer with the following text: "© 2013 Washington State Board for Community and Technical Colleges. All Rights Reserved" and links for "Privacy Policy", "Non-discrimination", and "Report a Problem".

4. From there you will choose **Manage Classes**.

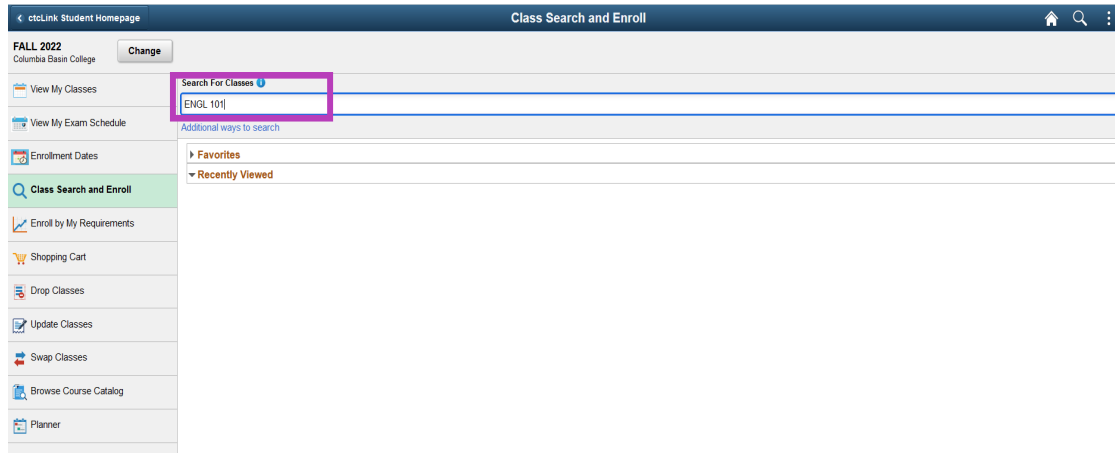


5. To view your registration time, choose **Enrollment Dates**. To search for classes, click on **Class Search and Enroll** on the left side.

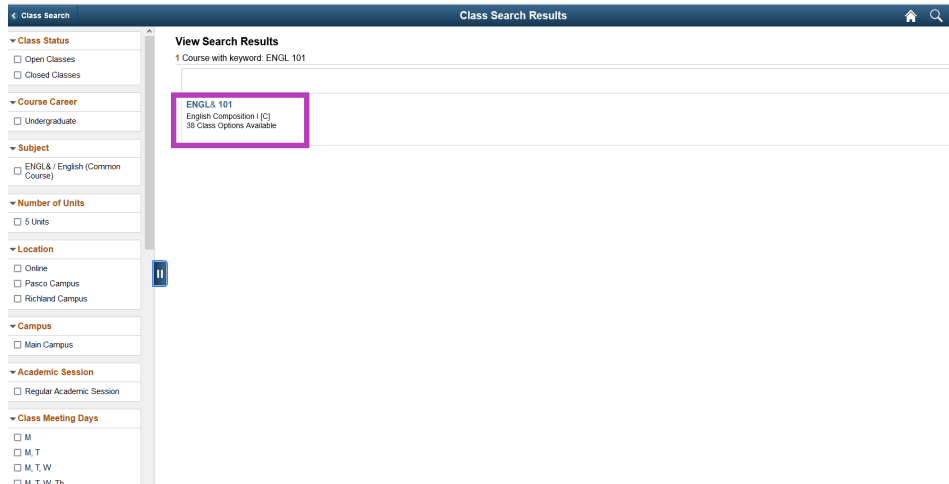
6. Make sure the correct quarter is displayed (Summer 2022 or Fall 2022) and choose Columbia Basin College from the drop-down box.



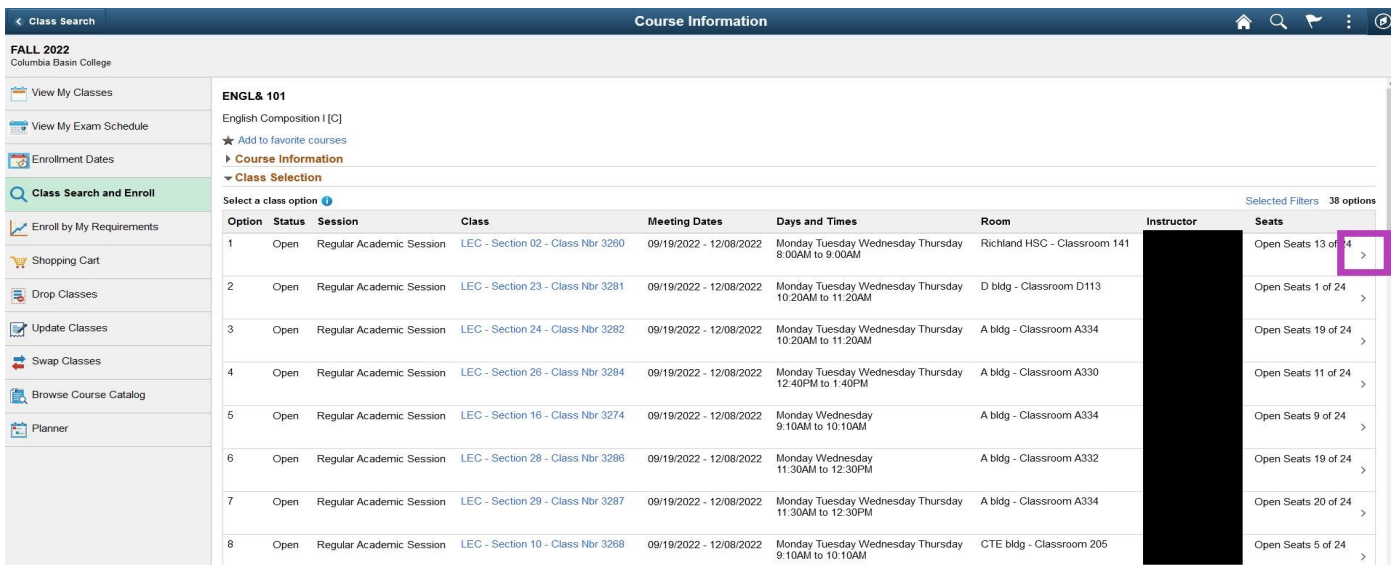
7. Type a specific course or a subject area in the text box and press the enter key to get results.



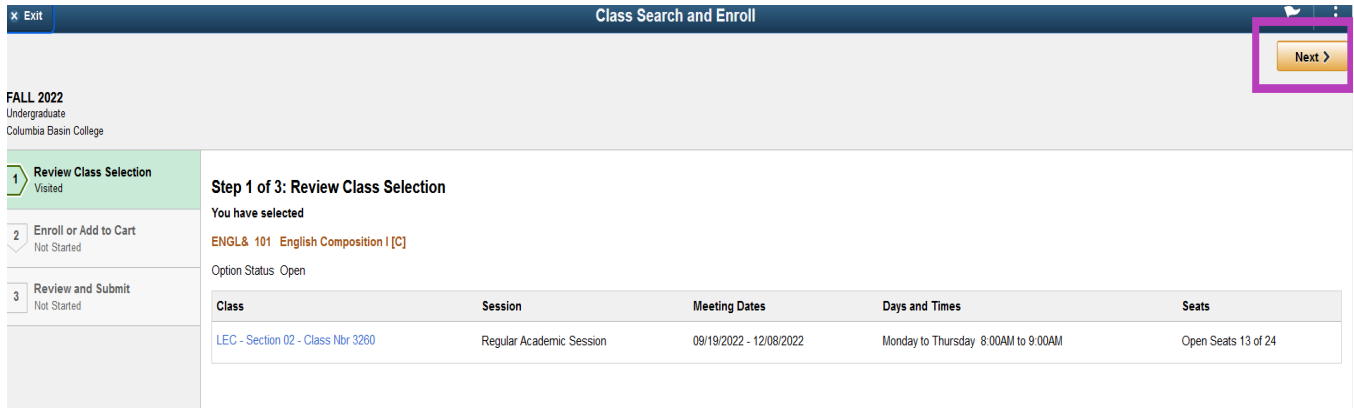
8. Click on the class to see available sections. You can narrow search results by using any of the boxes on the left.



9. Choose the section you want, and click on the arrow on the right hand side.



10. You will need to click **Next** in the top right corner.



**Class Search and Enroll**

FALL 2022  
Undergraduate  
Columbia Basin College

1 **Review Class Selection**  
Visited

2 Enroll or Add to Cart  
Not Started

3 Review and Submit  
Not Started

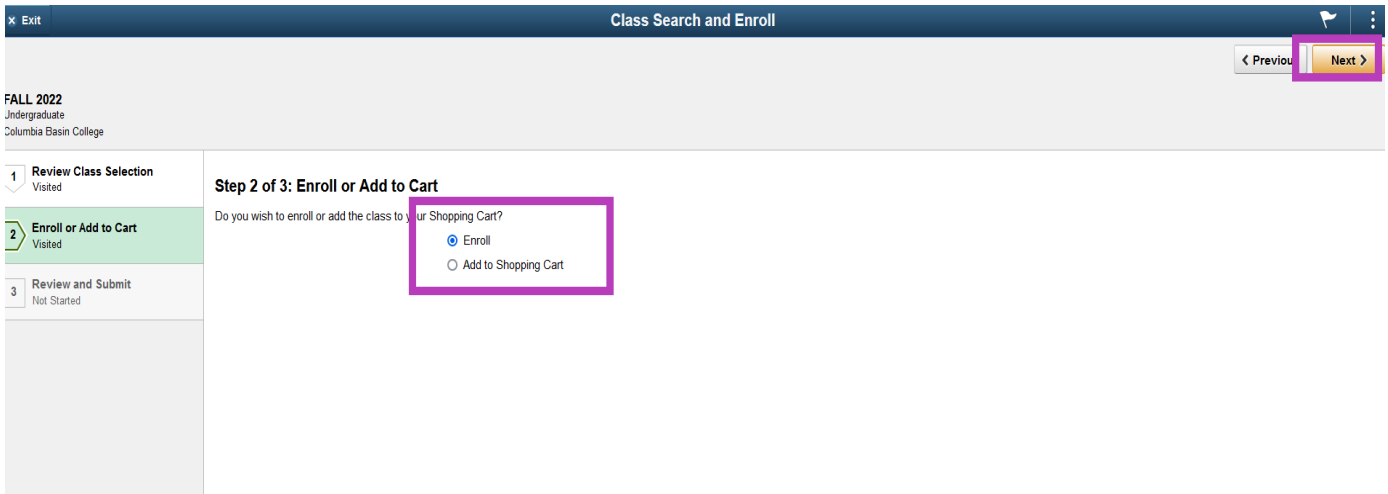
**Step 1 of 3: Review Class Selection**

You have selected  
**ENGL& 101 English Composition I [C]**

Option Status: Open

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 02 - Class Nbr 3260	Regular Academic Session	09/19/2022 - 12/08/2022	Monday to Thursday 8:00AM to 9:00AM	Open Seats 13 of 24

11. You will then choose **Enroll** or **Add to Shopping Cart** and press **Next**.



**Class Search and Enroll**

FALL 2022  
Undergraduate  
Columbia Basin College

1 **Review Class Selection**  
Visited

2 **Enroll or Add to Cart**  
Visited

3 Review and Submit  
Not Started

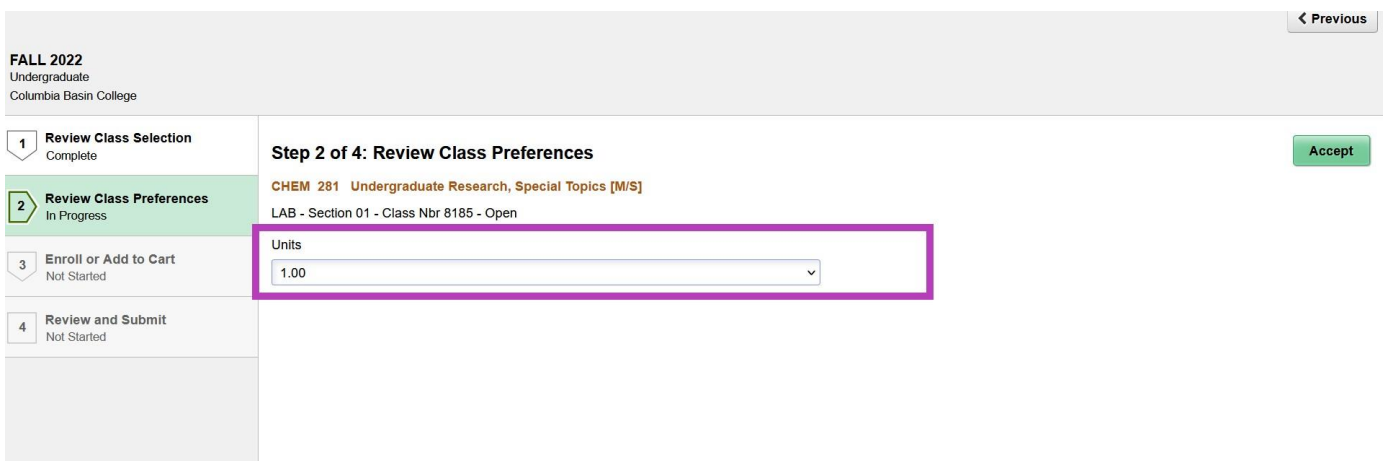
**Step 2 of 3: Enroll or Add to Cart**

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

Enroll

Add to Shopping Cart

12. If the class has a variable number of credits, ctcLink will autofill with the lowest number possible. To change the number of credits, simply add the correct number in the **Units** box.



**Class Search and Enroll**

FALL 2022  
Undergraduate  
Columbia Basin College

1 **Review Class Selection**  
Complete

2 **Review Class Preferences**  
In Progress

3 Enroll or Add to Cart  
Not Started

4 Review and Submit  
Not Started

**Step 2 of 4: Review Class Preferences**

**CHEM 281 Undergraduate Research, Special Topics [M/S]**

LAB - Section 01 - Class Nbr 8185 - Open

Units  
1.00

Accept

13. If you are ready to enroll for classes, click on the green **Submit** button. You will be asked if you are sure you want to submit. If so, press **Yes**. You will then receive confirmation that you have added the class.

[← Previous](#)

FALL 2022  
Undergraduate  
Columbia Basin College

1 **Review Class Selection**  
Visited

2 **Enroll or Add to Cart**  
Complete

3 **Review and Submit**  
Visited

### Step 3 of 3: Review and Submit

You have selected to enroll in

**ENGL& 101 English Composition I [C]**

Class	Session	Meeting Dates	Days and Times	Seats
LEC - Section 02 - Class Nbr 3260	Regular Academic Session	09/19/2022 - 12/08/2022	Monday to Thursday 8:00AM to 9:00AM	Open Seats 13 of 24

Submit

## How do I find my ID?

Go to the MyCBC link and click on "Find My ID/Email"

## What if I still can't find my ID?

Call or email Information Services at 509-543-1445 or email [ishelp@columbiabasin.edu](mailto:ishelp@columbiabasin.edu)

## Help - I can't find a class using the "Class Search" tab!

Try some of these tips:

- Make sure you've chosen the correct term (Summer 2022 or Fall 2022)
- Keep the following definitions in mind if you use the "Instruction Mode" dropdown:
  - Hybrid:** Partially online and partially face-to-face. Class meets on campus on the day(s) and time(s) listed; remaining instruction is online.
  - On-line:** Fully online; no face-to-face meetings. Options include asynchronous (on your own time) or synchronous (at set meeting times).
  - Web Enhanced:** Class meetings are face-to-face but Canvas may be used for assignments, communication, discussions, etc. The web is used to enhance the face-to-face meetings.

## Still need help registering?

Stop by the Student Kiosks outside of Hawk Central or contact Counseling & Advising at [counseling@columbiabasin.edu](mailto:counseling@columbiabasin.edu) or 509-542-5505

## I need an override/instructor permission to enter a class, where do I go to get my form signed?

**Arts, Humanities and Communication:** P Building, Room P100, 509-542-5531, [artshumanitiescommunication@columbiabasin.edu](mailto:artshumanitiescommunication@columbiabasin.edu)

**Business:** B Building, Room B 119, 509-547-0511, [business@columbiabasin.edu](mailto:business@columbiabasin.edu)

**Career & Technical Education:** CTE Building, Room 101, 509-542-4804, [careertechnicaleducation@columbiabasin.edu](mailto:careertechnicaleducation@columbiabasin.edu)

**Computer Science:** T Building, Room T551, 509-544-2262, [computerscience@columbiabasin.edu](mailto:computerscience@columbiabasin.edu)

**Education:** X Building, Lobby, 509-542-5600, [education@columbiabasin.edu](mailto:education@columbiabasin.edu)

**Health:** 891 Northgate Dr, Richland Campus, HSC Building, HSC 209 509-544-8300,

[healthsciences@columbiabasin.edu](mailto:healthsciences@columbiabasin.edu) **Math, Science and Engineering:** T Building, Room T202, 509-542-4783,

[mathscienceengineering@columbiabasin.edu](mailto:mathscienceengineering@columbiabasin.edu) **Social and Behavioral Sciences:** SWL Building, Room SWL

201, 509-544-4914, [socialscience@columbiabasin.edu](mailto:socialscience@columbiabasin.edu)