

Quick Login Instructions

Logging into Okta

- 1 Navigate to the [Okta site](#)¹
- 2 Your username is your **complete CTC student email address**.
- 3 Your password is your single-sign-on password, which was sent to you when you were accepted at CTC and which you may have changed if you are a returning student.
- 4 After you successfully log in, click the CTC application on the Okta dashboard that you want to use.
- 5 If you do not see a CTC app (such as Banner) on the dashboard, you must navigate to that app and log in directly to the app itself the same way you previously logged in.
- 6 Make **sure** you log out of Okta when you are finished.

Additional Information for Blackboard

- 1 There are two ways to access Blackboard:
 - A You can log into Okta and click the Blackboard app as described in [Logging into Okta](#).
 - B You can go directly to the [Blackboard](#)² URL or link to Blackboard from CTC's web site.
 1. Click "Faculty and Student Login," which routes you to the Okta login block.
 2. At the Okta login block, input your user name and single-sign-on password as described in [Logging into Okta](#).
 3. At the Okta dashboard, click the Blackboard app.
2. Make sure you log out of Blackboard when you finish a session. **Logging out of Okta or closing your browser does not log you out of Blackboard.**

Login Problems and Session-Timeout Problems

- 1 If you receive an error while trying to log into a CTC app **not** on the Okta dashboard, you must contact the [student help desk](#)³.
- 2 If you receive an error logging into the Okta login block,
 - A Make sure you are using the correct credentials.
 - B Make sure you have logged out of any previous Okta sessions and then clear your cache.
 - C If you still cannot log in, click the "Need help signing in?" link on the bottom of the single-sign-on block, which allows you to choose "Help," which routes you to the Student Help Desk, or allows you to choose "Forget Password?" which takes you directly to the password-reset screen.
 - D If you receive a session-timeout error, log out of Okta and (if logged in) Blackboard, close all apps, clear your cache completely, and log back in.

¹ <https://chattahoocheetech.okta.com/login/login.htm>

² https://chattahoocheetech.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_group_id=86_1

³ <https://www.chattahoocheetech.edu/helpdesk/>