



How to create a C-TEC Student Portal Account

(You need to do this to begin the application process)

A. Watch this video: <https://www.youtube.com/watch?v=ePqX2XoQgRQ>

OR

B. Go through these steps to create an account.

1. <https://ctec.axstudent.com/#/categories>
2. Click on "Sign In" found in the upper right-hand corner.
3. Click on "don't have an account yet."
4. Fill out the form that pops up
 - a. Note 1: Make sure that when you put your name in the registration form, it is your legal name. Do not use nicknames or a shortened version of your name.
 - b. Note 2: Make sure to use an email address you check regularly. You will also get an email to verify the account.
 - c. Use a strong password that you can remember.
5. Once filled out, click on agree to terms of service.
6. Click "register"
7. Go to your email account for your email verification.
8. At this point, you should be able to sign in using the email and password that you are provided.

How to find C-TEC Adult Education Program information online.

1. Google "c-tec.edu"
2. Click on the "Adult Education" tab
3. Click on "Adult Education Programs" -)You can also find scholarship information here as well).

How to Register for WorkKeys Testing (WorkKeys test scores are required for all Postsecondary Programming)

1. Google "c-tec.edu"
2. Click on the "Adult Education" tab
3. Scroll to the bottom and click on "WorkKeys Registration"