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

This video shows you how to create a C-TEC Adult Education Student Portal account. This is the first step in the registration process.

B. Follow these steps to create an account.

1. Go to: ctec.axstudent.com
2. Click on “Sign in” 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 a nickname or a shortened version of your name.
    b. Note 2: Make sure to use an email address that 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 the box to agree to the Terms of Service and Privacy Policies.
6. Click on the “Register” box
7. Go to your email account for your email verification
8. After you verify your email, you should be able to go back to the student portal page and sign in using the email and the password that you provided.