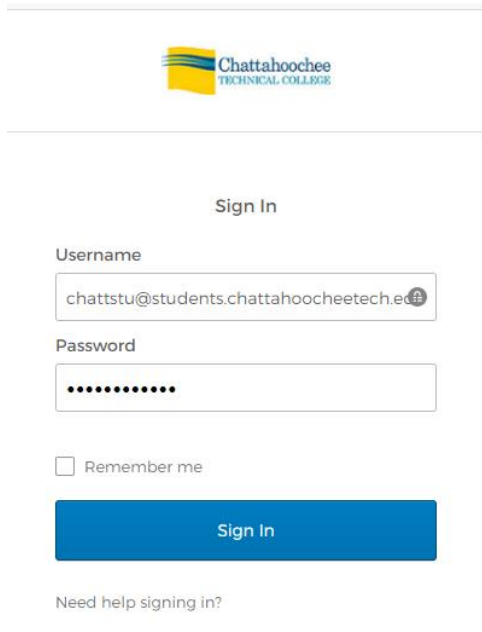# Quick Login Instructions

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 by clicking your name in the top right corner and selecting "Sign out."
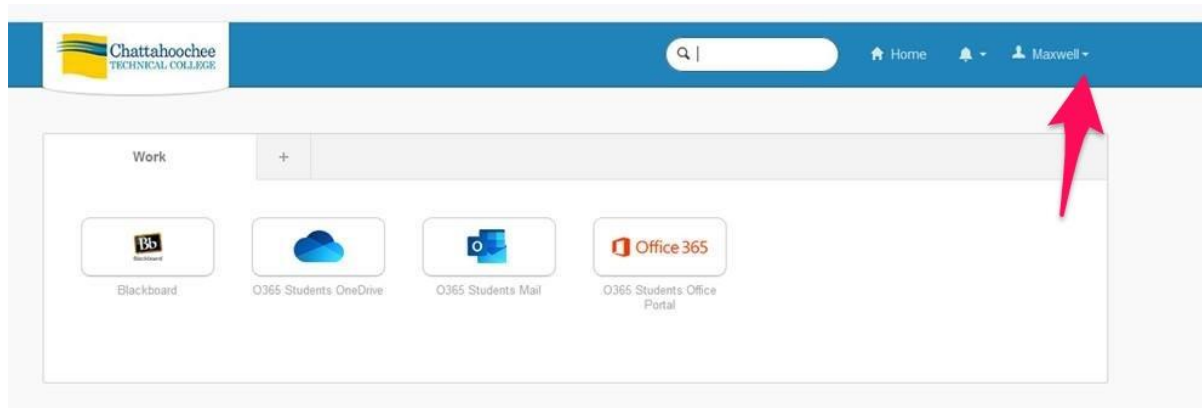
Additional Information for Blackboard

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.** This is the preferred method of logging in.
   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 Sign In block.
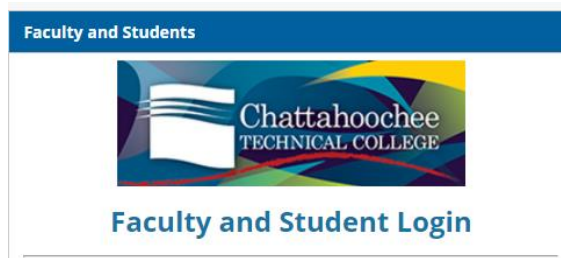
      2. At the Okta Sign In block, input your user name and single-sign-on password as described in **Logging into Okta**.
      3. At the Okta dashboard, click the Blackboard app.
2. Make sure you log out of Blackboard when you finish a session. **Logging out of Okta or closing your browser does not log you out of Blackboard. If you do not log out of Blackboard, you will receive errors when you try to log back into Okta!**
3. If you receive a Blackboard sign-on error, you must log out of all open Okta and Blackboard sessions, clear your cache completely, and log back into Okta.
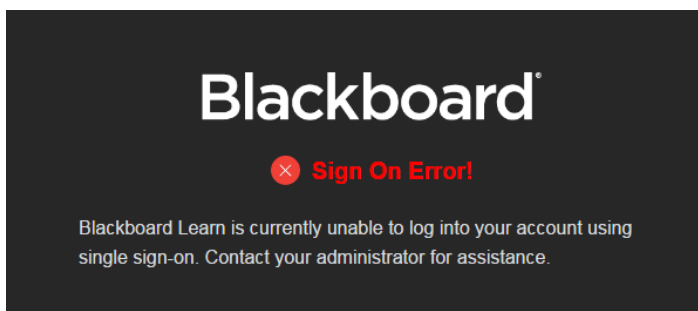
Login Problems and Session-Timeout Errors

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 Sign In block,
   - A. Make sure you are using the correct login credentials.
   - B. Make sure you have logged out of any open Okta and Blackboard sessions and then clear your cache completely and log back into Okta.
   - C. **Do not** log into multiple instances of Okta. If you need to work in another app, just return to the open Okta dashboard and click another app.
   - D. Session-timeout errors require you to log out and close open Okta and Blackboard sessions, clear your cache completely, and log back in.
   - E. If you cannot log into Okta after performing these troubleshooting steps, click the "Need help signing in?" link on the bottom of the Sign In block, which allows you to choose "Help," which routes you to the Student Help Desk, or allows you to choose "Forgot Password?" which takes you directly to the password-reset screen.

---

[1] **https://chattahoocheetech.okta.com/login/login.htm**

[2] **https://chattahoocheetech.blackboard.com/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_86_1**

[3] **https://www.chattahoocheetech.edu/helpdesk/**