Instructions to create a SacLink account and to access courses in SacCT

LECTURERS

After you have received your hiring contract, you may register for a SacLink account:

1. Go online to https://www.saclink.csus.edu/Default.aspx
2. Enter your information into the “Create or Verify Your Account” section and click the Verify Your Identity button.
3. Follow the instructions to set up your account. If you have trouble setting up your account, you may have to wait 24 hours (overnight) to allow the system time to update your hiring contract. This is done nightly. If you still have problems, please contact the Service Desk:
   Location: AIRC 2005
   Phone number: 916.278.7337
   https://csus.service-now.com/ticket.do

Once your SacLink account and your course have been entered in CMS by your department scheduler, please complete the following steps.

1. **Activate course(s) with SacCT Self-Service**: login at http://selfservice.csus.edu using your SacLink Username and Password. NOTE: If you do not see your courses listed, please contact your department.
2. **Add course content using SacCT**: login at https://sacct.csus.edu using your SacLink Username and Password
3. **Enroll students with SacCT Self-Service**: login at http://selfservice.csus.edu using your SacLink Username and Password

(More detailed steps and tutorials are available at http://www.csus.edu/webct/faculty/index.stm.)

STAFF

*If for some reason, a lecturer is unable to obtain a SacLink ID or have their course entered in CMS in an acceptable amount of time, instructors may request a temporary guest account and a temporary course shell using this form* http://www.csus.edu/sacct/guest_form.stm.