

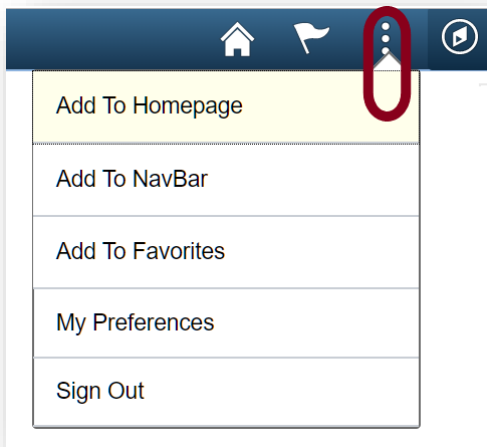
## ctcLink Tips and Tricks – How to customize and get it done faster

In February 2021, Seattle Colleges – Central, North, and South – will move to a new system for student self-service. This new system, called ctcLink, will change the way you do all your college business.

### General

- Your Gateway always remains open on a separate tab. Don't try to arrow back, just go back to the tab.
- Watch this short [Video](#) on 9.2 Basic Navigation
- Clear your cache!

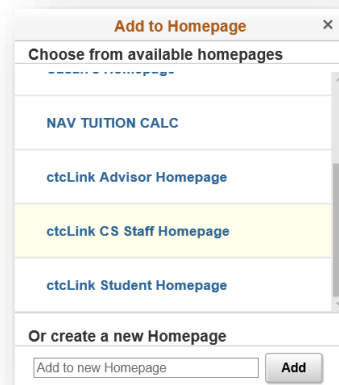
### Add to Favorites



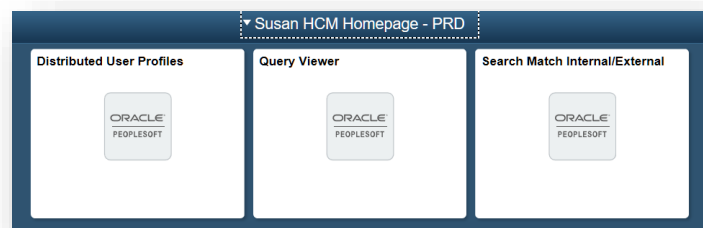
If you navigate to the same page regularly go ahead save it for easy access. You can save to 3 different places:

When saving a favorite make sure you save it before you have any data on the screen.

### Homepage

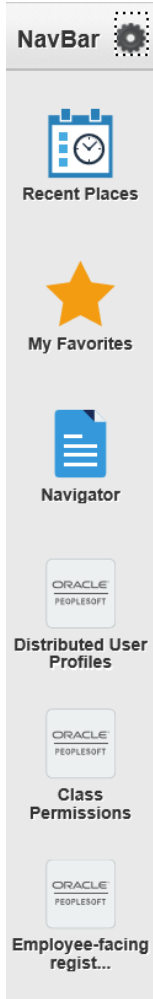


**Homepage.** These are the tiles you see when you enter a pillar (CS, HCM, FSCM). You can create a new homepage with all your favorites and then make it the default homepage, so that every time you enter a pillar using the top row navigation your favorites are right there. Or you can add to an existing Homepage.

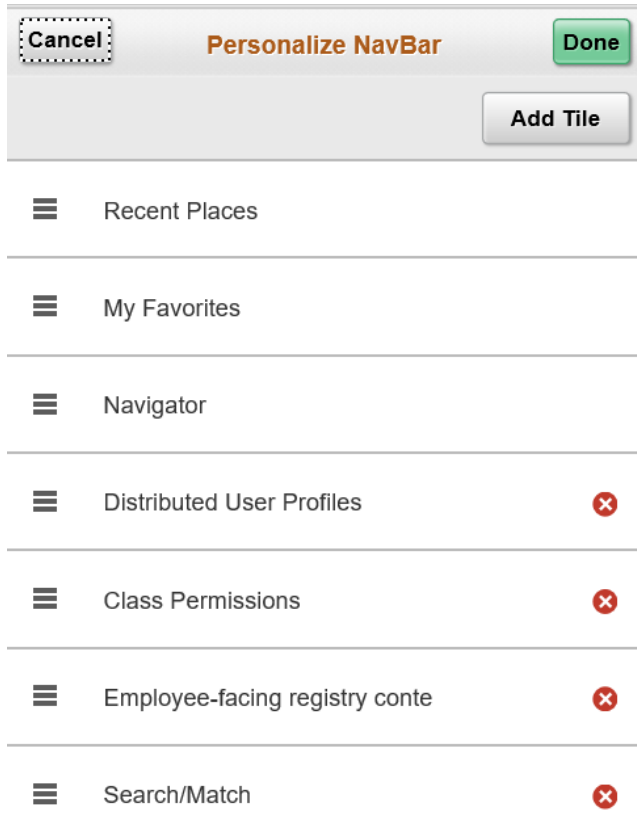


When you add a Homepage you can note what pillar you are in by changing the Homepage name.

## NavBar



This is your NavBar. Depending on the size of your screen and font size you only have room for two or three additional icons that you can see. If you add more you will need to scroll to see what is available.



You do have the option to click on the circle next to the NavBar to Personalize your NavBar. You can add tiles, or click on the red x in the circle to remove them. You can also drag and drop to reorder.

**Tip:** If you have a sequence of processes to run, add them as favorites and name them starting with the step number.

## My Favorites



The My Favorites star can be found on your NavBar. At the top you have a link to Edit Favorites, followed by all your favorites.

### Edit Favorites

Click the Save button after editing or deleting favorites.

*Favorite	Sequence number	
Class Permissions	0	[-]
Class Roster	0	[-]
Distributed User Profiles	0	[-]
Instructor/Advisor Table	0	[-]
Issue Submissions -Early Alert	0	[-]
Query Viewer	0	[-]
Search/Match	0	[-]
Student Services Center	1	[-]
Add/Update a Person	2	[-]

Unlike the drag and drop functionality of personalizing your NavBar, you need to enter a sequence number to reorder favorites.

## SACR User Defaults

Navigation: NavBar → Navigation → Set Up SACR → User Defaults

Tab 1 - Sets defaults for Academic Institution field, Term field, Career field, Academic Program field & others.

User ID: CTC\_SSC\_VALIDATION\_USER Name

Academic Institution: WA064 South Seattle College

Career Group SetID: WA064 South Seattle College

Facility Group SetID: WA064 South Seattle College

Academic Career: UGRD Academic Career

Academic Group: STEM STEM - Sci, Tech, Engr & Math

Subject Area: [ ]

Term: 2211 WINTER 2021

Academic Program: [ ]

Academic Plan: [ ]

Academic Sub-Plan: [ ]

Save Notify

Your college code should be filled in for Academic Institution.

WA064 – South  
WA063 – North  
WA062 - Central  
Anything in the red box can be set as a default: Academic Career, Academic Group, Subject Area, and Term.

If you work with a particular instructional unit you can default to that unit and not have to see the other units when this is a selection options.

If you do a lot of processing **set your term to the current term** you are working in. Remember to change when you need to move to a new term.

Tab 2 - Sets defaults for the setID field, Aid Year field, Application Center, Cashier's Office & More.

User ID: CTC\_SSC\_VALIDATION\_USER Name

SetID: WA064 South Seattle College

Aid Year: 2021 2020-2021 Financial Aid Year

Business Unit: WA064 South Seattle College

Application Center: [ ]

Recruiting Center: [ ]

Cashier's Office: [ ]

Department: [ ]

Admit Type: FYR First Year

Campus: MAIN Main Campus

Institution Set: WA064 South Seattle College

Financial Aid: If you work with financial aid data you can default to the Aid Year you want.

Department allows you to default to one business Department – not advised at this point.

If you work with admissions and focus on one type of applicant you can default here.

**TIP:** If you are doing a lot of data entry, organize your data by a field that you can default. Enter that group of data. Then come and set the default to the next group. The 30 seconds it takes to change a default can save a lot of time.

Tab 3 – Sets defaults for Admissions Application data

Defaults 1 | User Defaults 2 | **User Defaults 3** | User Defaults 4 | Enrollment Override Defaults

User ID 10 Name Maxwell, Susan J.

Academic Level

Application Method

Last School Attended

Graduation Date

Housing Interest

Financial Aid Interest

**External Acad Data Defaults**

Transcript Type

Transcript Rcvd Data Source

Transcript Rcvd Medium

Tab 4 - Set defaults for printing transcripts, including transcript output destination and transcript type, SEVIS processing, and award-notification printing.

User Defaults 1 | User Defaults 2 | User Defaults 3 | **User Defaults 4** | Enrollment Override Defaults

User ID 10 Maxwell, Susan J.

Carry ID

Output Destination

Transcript Type

Flexible Transcript Type

Advisement Report Type

**SEVIS Default**

School Code

Program Number

Printer Name  [Explain](#)

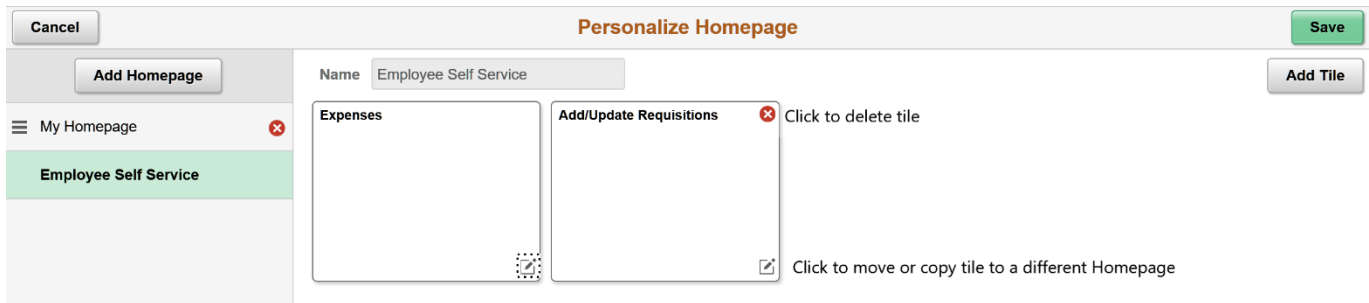
If you want to be able to look at multiple pages for a student and not have to continue to enter the ID on each screen check the Carry ID Box.

## Personalize Your Homepage

Click on the 3 dots to edit the homepage you currently have open.



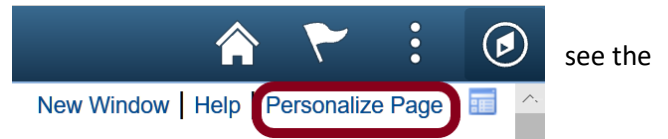
You can drag tiles in a different order, delete tiles, copy or move to a different Homepage.



The order on the left sidebar is the order you will see Homepages. The top one is your default. Drag a Homepage's name to change the order.

## Personalize a Page

When you are on a page that allows for personalization you will option in the right hand corner.



To personalize, go to the tab you want to have open first, and select view all if you want to change that. Then click on Personalize Page from the upper right hand corner of your screen. Check the first two options (or whatever options you want to change).

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OK Cancel [Copy Settings](#) [Share Settings](#) [Delete Settings](#)

## Page Personalization

Personalized Settings are in effect.

- Put this page in front (the current tab) when I come into this component.
- Save the state of the View All settings on this page.
- Save tabbing order personalized below.

For those who do a lot of data entry you can change the tabbing order on a page, or what field you go to when using the Tab key. You can skip fields you do not use, or change the order you like to enter data.

This image shows the default tabs changed from General to User Roles – because User Roles is the tab that I always use first. I also like to see all rows (which will show up to 100 at a time) instead of 10 rows.

[General](#) | [ID](#) | **[User Roles](#)** | [Workflow](#) | [Audit](#) | [Links](#) | [User ID Queries](#)

User ID 10  
 Description Susan J. Maxwell

**Dynamic Role Rule**

Execute on Server  [Process Monitor](#) [Service Monitor](#)

[Test Rule\(s\)](#)
[Refresh](#)
[Execute Rule\(s\)](#)

**User Roles**
[Personalize](#) | [Find](#) | [View 10](#) | [First](#) | **1-100 of 184** | [Last](#)

Role Name	Description	Dynamic
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### Change the order of fields displayed

You can change the order of fields in a data grid. For example, this class permission data has a number of fields. Not all are necessary when granting the permission. The comment field at the end is very important.

Class Permission Data [Personalize](#) | [Find](#) | [View 10](#) | [First](#) | 1-10 of 10 | [Last](#)

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
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When you see the multiple tabs and the “show all columns” button you can click on the Personalize link.

Class Permission Data **[Personalize](#)** | [Find](#) | [View 10](#) | [First](#) | 1-10 of 10 | [Last](#)

[General Info](#) | [Permission](#) | [Comments](#) | [Show All Columns](#)

Grid Customization [Help](#)

Class Permission Data

Personalize Column Order

You will see the list of fields. You can reorder fields. Put those fields that you need to enter data into at the top, in the order you want to enter the data, or view the data.

To order columns, highlight column name, then press the appropriate button.

Frozen columns display under every tab.

**Column Order**

- Tab General Info (frozen)
- Seq # (frozen)
- Number (frozen)
- ID (frozen)
- Name
- Issued
- Issued By
- Issued Date
- Status
- Permission Use Date
- Expiration Date
- Tab Permission
- Closed Class
- Requisites Not Met
- Consent Required
- Career Restriction
- Permission Time Period
- Tab Comments
- Comments

Hidden
  Frozen

Example of reordered columns.

Seq #	Number	Issued Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Comments	Status	Issued By	ID	Name	Permission Use Date	Career Restriction	Permission Time Period
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Unfortunately, there is no way to change what displays on each tab or the name of the tab. The first tab will display as much as it can fit, then move on the second tab, etc.

## Save a Search

### Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Use Saved Search: MACH Winter 2020

Academic Institution = WA140  
Term = 2201  
Subject Area = MACH  
Catalog Nbr begins with  
Academic Career =  
Campus begins with  
Description begins with  
Course ID begins with  
Course Offering Nbr =  
Academic Organization begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

If you use the same search parameters each time you search in a particular page you can save that search criteria, name it, and then use the saved search when needed instead of filling in all the information each time.

## Multiple person records

If you are working with a long list of people on a PeopleSoft component, rather than searching every time, you can use the "IN" condition to fetch all the records at one time. Then you can go down the list or use the next record.

### Person Profiles

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Empl ID in 02868,09138,09842  
Profile Type begins with  
Name begins with  
Last Name begins with  
Alternate Character Name begins with

Include History  Correct History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-3 of 3 Last

Empl ID	Profile Type	Name	Last Name	Alternate Character Name
02868	PERSON			(blank)
09138	PERSON			(blank)
09842	PERSON			(blank)

## Search Match

Always SEARCH before you create a new person record. Always use Search Match. Duplicate students must be sent to SBCTC and is a manual, time consuming process.

Navigation: Main Menu → Campus Community → Personal Information(student)→ Search/Match

Navigation: Main Menu > Workforce Administration > Personal Information > Search Match Internal/External

In the Search Type field, select Person

In the Search Parameter field, select PSCS\_TRADITIONAL  
Then Save Search Criteria, and name your search.

Search/Match Integrated  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Search Type: = Person  
Search Parameter: begins with PSCS\_TRADITIONAL

Ad Hoc Search  
Description: begins with

Search Clear Basic Search Save Search Criteria

In the **Search Result Code** field click on User Default, then use the lookup icon and select PSCS\_TRAD\_RESUL. Click on “Return to advanced search” and this will save this information as the default.

Search Criteria

Search Type Person Ad Hoc Search

Search Parameter PSCS\_TRADITIONAL CS\_Person\_Traditional

Search Result Rule ?

Search Result Code PSCS\_TRAD\_RESUL CS\_Person Traditional Results

User Default

Now save to favorites – in whichever ways you want (homepage, navbar, favorites).

You can search on as few as 3 characters

## Multiple Windows

You can open a second instance of PeopleSoft in a different browser, or you can open a second window.

