# 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
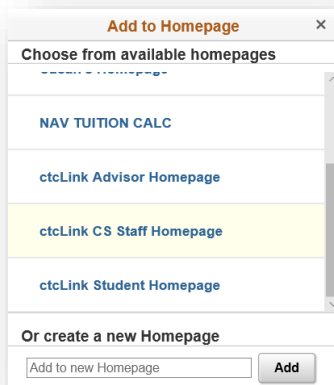- Clear your cache!

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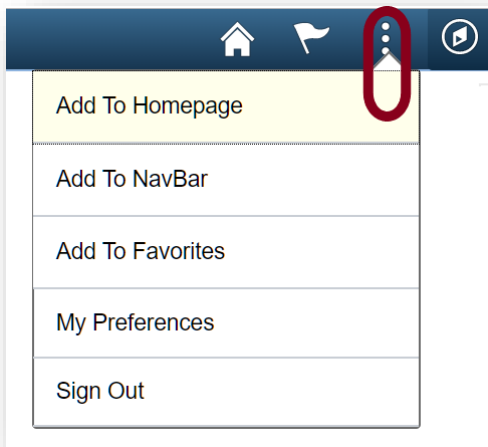
If you navigate to the same page regularly go ahead save it for easy access. You can save to 3 different places:

> 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.
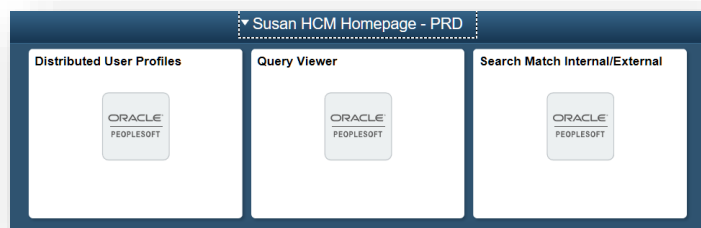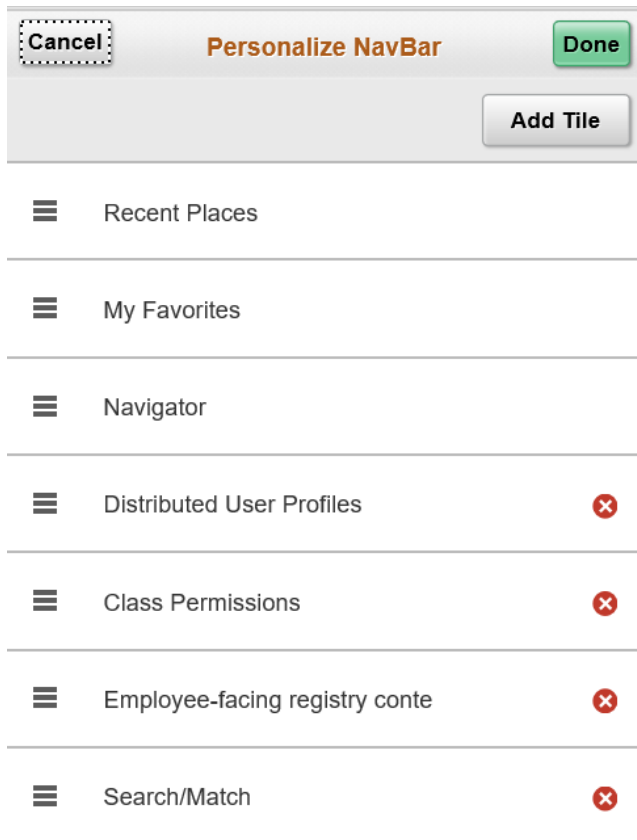

When you add a Homepage you can note what pillar you are in by changing the Homepage name.

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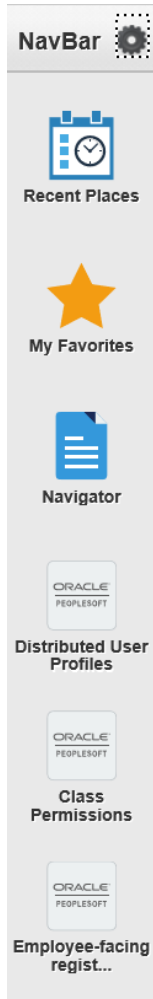
This is your NavBar. Depending on the size of your screen and font size you only have room for two or three additional icons that you can see. If you add more you will need to scroll to see what is available.

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.

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.

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.

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 [ ] [v]

Application Method [ ] [v]

Last School Attended [ ] 🔍

Graduation Date [ ] 📅

Housing Interest [ ] [v]

☐ Financial Aid Interest

External Acad Data Defaults

Transcript Type [ ] [v]

Transcript Rcvd Data Source [ ] [v]

Transcript Rcvd Medium [ ] [v]

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 [ ] [v]

Transcript Type [ ] 🔍

Flexible Transcript Type [ ] 🔍

Advisement Report Type [ ] 🔍

SEVIS Default

School Code [ ] 🔍

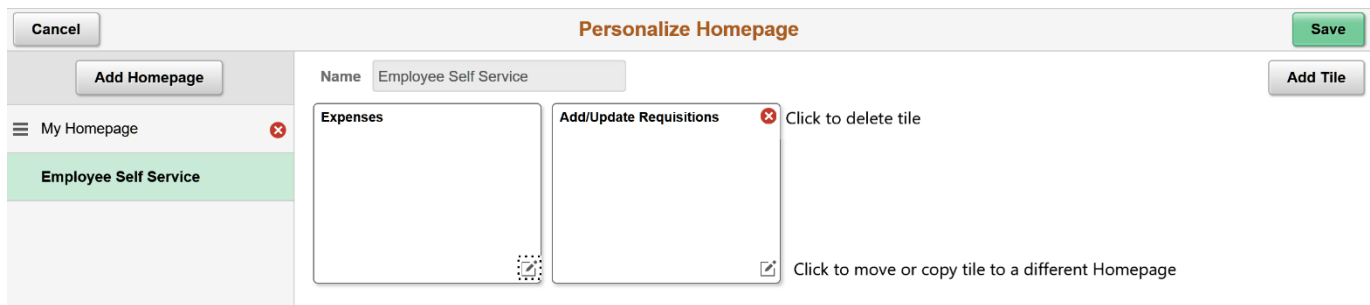Program Number [ ] 🔍

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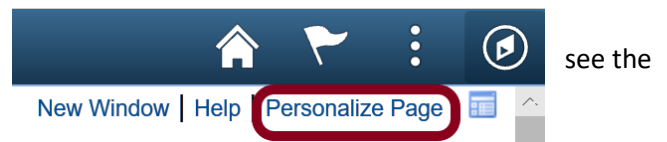
To personalize, go to the tab you want to have open first, and select view all if you want to change that. Then click on Personalize Page from the upper right hand corner of your screen. Check the first two options (or whatever options you want to change).

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

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 | 🗗 | 📊   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 |

When you see the multiple tabs and the "show all columns" button you can click on the Personalize link.

Class Permission Data   Personalize Find | 🗗 | 📊   First ◀ 1-10 of 10 ▶ Last

| General Info | Permission | Comments | |

Grid Customization
                                              Help
Class Permission Data

Personalize Column Order

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

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.

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 |

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

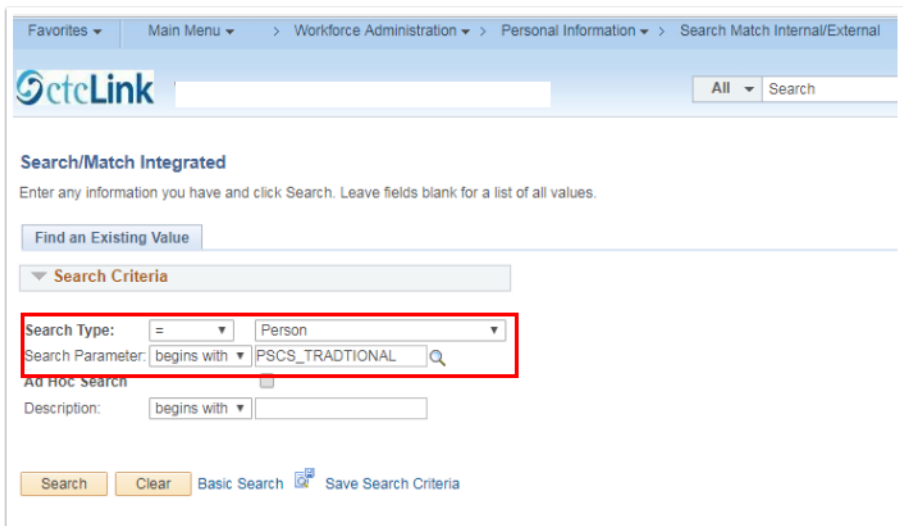| Empl ID	Profile Type	Name	Last Name	Alternate Character Name
02868	PERSON			(blank)
09138	PERSON			(blank)
09842	PERSON			(blank)

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.

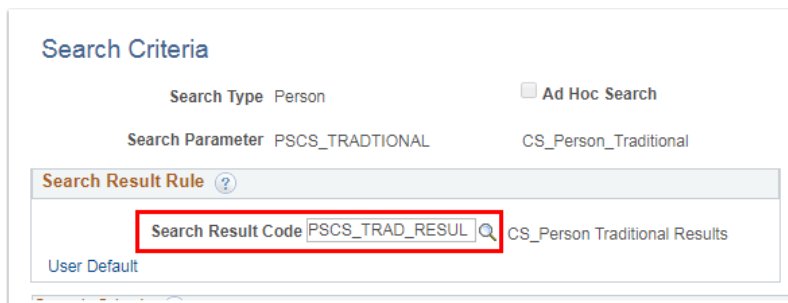Navigation: Main Menu → Campus Community → Personal Information(student)→ Search/Match
Navigation: Main Menu > Workforce Administration > Personal Information > Search Match Internal/External
In the Search Type field, select Person

In the Search Parameter field, select PSCS_TRADTIONAL
Then Save Search Criteria, and name your search.

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.

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.