

## Understanding ctcLink

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Dear CBC Campus Community,

ctcLink is a really big project affecting different groups of people in different ways. For some, lots of participation and work will be required as we go through the transition. For example, staff that are involved in data conversion, validation, and testing will have lots of work to do. For others, there will mainly be training on how to use parts of the new system. For example, faculty will receive training on how to use the new system's Faculty Center and the Employee Self-Service.



No matter which group of people you fall into, it will be very helpful if you know some basic facts about the project. These are the "must-knows."

**Implementation Start Date:** August 1, 2014

This is the date when the transition officially begins for our wave. We will begin configuring PeopleSoft for our college and start setting up the security (access) roles. We will also start digging into the conversion and validation tasks. Conversion and validation is about preparing data on our legacy system, then importing and validating it on PeopleSoft. Many of our staff will be heavily involved with these tasks.

**Training:** February, 2015 through May, 2015

Training is scheduled to begin on February, 2015 and continue through May of the same year (a 4-month period). Everyone will receive their initial training during this period. There will be three categories of training: instructor-led, self-paced, and demo. The majority of it will be instructor-led.

**Cutover Date:** May 2015

The cutover date is when we switch from the legacy system to PeopleSoft. By this date, the configuration, security, conversion, and testing tasks will have been completed. The legacy system will be changed to a "frozen" state. All the data from the legacy system will be imported into PeopleSoft, and we will all begin using PeopleSoft as our administrative computing system (otherwise known as our Enterprise Resource Planning (ERP) system).

**Additional Information and Resources**

Don't forget to check out the resources at the bottom of this email and our web page at <http://www.columbiabasin.edu/ctclink>. There are lots of links to useful information there.

**Note:** Some information and resources at the ctclink website are only accessible through college networks.



### Accomplishments

★ **Participation:** We've had lots of participation through listserv subscriptions, SME session attendance, and ctcLink CONNECT blog subscriptions. When we last did a listserv subscriber head count, CBC had the highest head count for some of them.

## ctcLink Activity at CBC

We are developing an activity that we hope will be a fun and easy way to help everyone learn some basic facts about the ctcLink project. Knowing these facts will help us understand the project and how it will affect us a little bit more. The activity will be called "I want to be a TRUE ctcLinker."

**I want to be a TRUE ctcLinker**

We first had to define what a "TRUE ctcLinker" is. Our definition is simple. A TRUE ctcLinker knows the basic facts about the ctcLink project and is participating in the project through one of several ways.

**Basic Facts**

Next, we had to identify some facts that could help everyone understand the ctcLink project a little more. Here they are (hints included):

- When does implementation start?
- When and what is the cutover date?

Way to represent! Thank you for your time and effort, and for being involved.

### Implementation Countdown

Implementation Start Date:  
August 1, 2014

**128**

days until ctclink

- What are the legacy systems and what will they be replaced by? (Hint: SMS to CS)
- What wave are we on? How many waves are there?
- What major areas or departments use what systems? (Hints: HR uses/will use PPMS/HCM, Business Office uses/will use FMS/FIN, Student Services uses/will use SMS/CS)

### Participation

There are several ways to participate in ctclink.

- Subject matter experts (SME) can subscribe to listservs and attend SME meetings.
- Everyone can subscribe to the ctclink CONNECT blog. This is a good way to read about what is going on at other colleges as well. A link is provided below.
- Reading this newsletter is a good way to participate :-)
- Participating in other ways? Just let us know what it is once the activity gets going. Any participation is good.

### Awards

Those who know the basics will receive a really cool award ribbon identifying them as...of course...**TRUE ctclinkers!**

### ctclinkCONNECT

Stay updated on ctclink project events by subscribing to SBCTC's ctclink CONNECT blog! They also provide a quarterly newsletter.

This is also great way to see what is happening at other colleges.

[Go to resource](#)

### ctclinkFAQs

Want to see what others have been asking? SBCTC has answers for many common questions. You can get to them by clicking on the link below.

It is also available as a PDF file for your convenience [here](#).

[Go to resource](#)

### ctclinkGLOSSARY

The ctclink project sure has introduced lots of new terms. Luckily for all of us, there is a glossary that we can use!

Available for download in PDF format only.

[Go to resource](#)

### [COLUMBIA BASIN COLLEGE](#)

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