

## Understanding ctcLink

Eduardo Rodriguez, ctcLink & OCM Director

Dear CBC Campus Community,

One of the challenges we face as we prepare for the ctcLink implementation is understanding how the project will affect each one of us. It doesn't matter who we are or what we do at CBC, ctcLink will affect us one way or another.

### How will it affect students?

Prospective and enrolled students currently use a collection of web-based applications to apply for admissions, to register for classes, to check their grades, to pay for classes, etc. Current applications include the Financial Aid Portal, the Schedule Planner, the Unofficial Transcript, and many more.



Most of the current applications (usually found under the My CBC Kiosk menu on our website) will be replaced by similar functionality in PeopleSoft Campus Solutions. After the Cutover date (the date when we transition from our current system to the new), students will log into their PeopleSoft portal and use the new tools and applications. Some applications (such as Canvas and Honor Roll Certificates) will not be replaced by functionality in PeopleSoft, but will instead be integrated with it.

Students will be assigned a new ID number called an EMPLID. It looks like "employee ID" and is pronounced "em pul eye dee." Well, that is what it will be called no matter if you are a student or an employee. With their new EMPLID, students will have one login for access to their information at all Washington Community and Technical Colleges (WA CTC). Remember, one centralized PeopleSoft installation will serve all 34 WA CTCs.

### How will it affect faculty?

Faculty currently use applications like Instructor Briefcase (IBC), Advisor Dashboard, and Canvas to manage their classes and work with their students. Canvas will not be replaced by PeopleSoft. However, IBC, Advisor Dashboard, and others will. Faculty, like students, will be assigned a global EMPLID. Faculty that teach at multiple WA CTC colleges will be able to use the one login for access to all their information and tools, no matter which college it pertains to. General employee applications like Time & Leave Reporting (TLR) and EarnHist will also be replaced by new PeopleSoft applications.

### How will it affect staff?

The rest of us also get a new EMPLID. Yes! Staff that currently do their work through FAM (Financial Aid Management) and SMS (Student Management System) will transition to PeopleSoft Campus Solutions. Staff that currently use FMS (Financial Management System) will transition to PeopleSoft Financials. Staff that currently do their work through PPMS (Personnel & Payroll Management System) will transition to PeopleSoft Human Capital Management. It will be "goodbye MiniSoft" and "hello PeopleSoft!" If employed at multiple WA CTC colleges, we also will have one login for access to our all our information.

Don't currently use FA, SMS, FMS, or PPMS to do your work? Don't worry, we have you covered. Applications such as the TLR and EarnHist will also be replaced by PeopleSoft. This means that you will log in with your EMPLID to report leave, view your earnings, etc.

### Additional Information and Resources

If you have any questions or concerns, please ask or let me know. We have the Glossary and the Implementation Schedule in printed format. Want a copy? Let me know and we'll send one your way.

Also, don't forget to check out the resources at the bottom of this email and our web page at <http://www.columbiabasin.edu/ctclink>.

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



## ctcLink Activities at our CTCs

Depending on when the colleges are scheduled to do their implementation, there are different activities going on. Here is a breakdown of those activities by Wave.

### FirstLink Colleges

FirstLink colleges are the ctcLink pilot colleges. They officially started the

## Accomplishments

### ★ Critical Issues

**Session:** On January 22nd; Barbara Martin, the ctLink Project Director; and Jeff Thompson, ctLink's Project Management Consultant; joined us in person for a discussion of critical issues related to the ctLink project. Critical issues included major tasks needed for a successful transition, risks and dangers, and assumptions about the ctLink project.

We had excellent attendance and participation in the discussions by members of our ctLink College Team.

Thanks for your valuable input and involvement, everyone!

### Implementation Countdown

Implementation Date:  
August 1, 2014

- 5 1/2 months
- 167 days

implementation on March 2013 and will complete by the end of July 2014. They are currently performing data clean-up and conversion tasks. This means preparing data on the old system so that it can be imported into PeopleSoft, actually importing it, and then validating it.

### Wave 1 Colleges

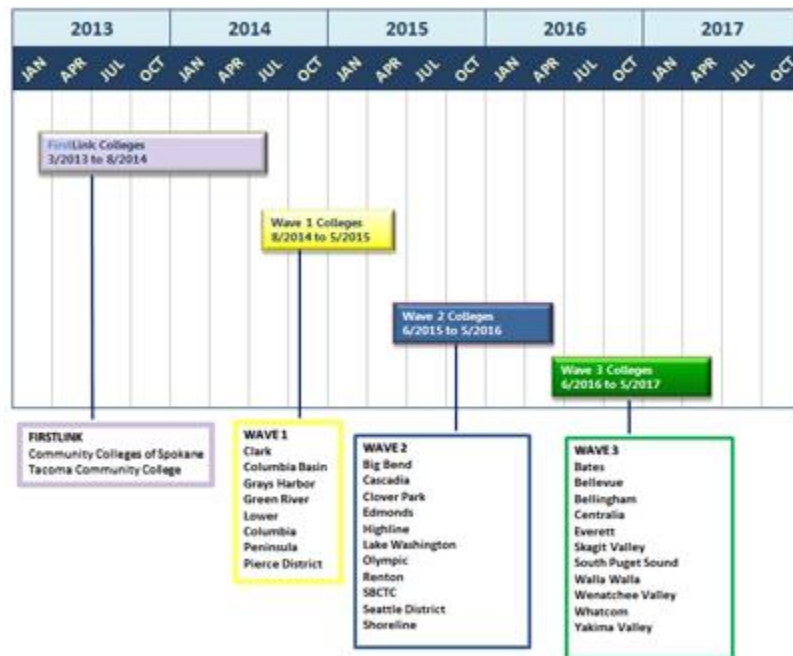
CBC is a Wave 1 college! We have also done some preliminary data clean-up tasks and begun doing an inventory of people and responsibilities within the current system. We will then be mapping people to processes and roles within PeopleSoft. This will help us identify access and training needs for everyone on PeopleSoft. Several directors from Student Services, Human Resources, and the Business Office have been working on this part of the project.

### Wave 2 & 3 Colleges

Wave 2 colleges start their implementation on June, 2015 and Wave 3 colleges start on June 2016. They have also done some preliminary data clean-up tasks, but haven't had a whole lot more since their implementation is still a ways out.

### ctLink Project Timeline

(Click on the image to view full size)



### ctLinkCONNECT

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

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

[Go to resource](#)

### ctLinkFAQs

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](#)

### ctLinkGLOSSARY

The ctLink 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](#)

2600 N 20th Ave  
Pasco, WA 99301  
<http://www.columbiabasin.edu/ctlink>