myCLARK ctcLink
EFFICIENT, SIMPLE, SOLID

Colleagues,

We GoLive with ctcLink PeopleSoft in 11 days! I just can't believe it – it is finally here! I am excited and nervous all at the same time. I hear many of you are feeling this way, too. If you have an opportunity, it may help to get your new ctcLink ID (open in Chrome) and get a sneak peek into the ctcLink PeopleSoft testing environment using a Clark College computer at one of the campuses or using a VPN. To get into the ctcLink PeopleSoft testing environment you will use your new ctcLink ID and preset password. Your password is your last name – capitalize the first letter only – and add the @ sign at the end, e.g., Haluapo@ is my password.

I was made aware that some people have inadvertently deleted or declined the invitation for the SBCTC Canvas training. If you did that, please contact Jennifer Ward or call her extension at 2077 so she can reregister you. Thank you!

I have received many questions about what will happen with students. Classes will **not** be interrupted. Please remind students that Canvas will <u>NOT</u> be interrupted. Beginning tomorrow, students will not be able to access their online MyClark to change personal information (e.g., address), drop a class, access their class schedule, etc. The MyClark system will be down until October 31. **Students will be able to access their new myClark on Thursday, October 31, 2019.** If students have something they need to change or students have questions, please direct them to www.clark.edu/newmyclark; their email; the Welcome Center Information Desk in Gaiser Hall; call (360) 699-NEXT (6398); or email registration@clark.edu. Services that rely on student records, e.g., registration, admissions, financial aid, advising, etc., will <u>not</u> be available to students from Thursday, October 24 through Tuesday, October 29. In the meantime, many of these same offices are reducing their hours to ensure they are ready for a successful GoLive until November 1, 2019. I know you all do this already, but I just have to say it: please go out of your way to let students know we care about them and will do everything we can to support them during this transition. Please also reassure our students that this change is going to make the logistics of being a Clark College student SO MUCH BETTER!

Thank you to all of the people who attended one or more trainings last Friday! I wanted to follow up on a discussion that emerged at one of the trainings regarding whether employees' personal information is discoverable in a public requests. The answer is no. Per Bob Williamson's email yesterday, "Revised Code of Washington (RCW) 42.56.250(3) states that the residential addresses, residential telephone numbers, personal wireless telephone numbers, personal electronic email addresses, social security numbers, driver's license numbers, and all information about emergency contacts *are not* discoverable in a public records request."

As we are in the height of GoLive preparations, I thought it would be good to remind you of the important deadlines I first sent out in July and have attached to this email. I have also included the October update to the Clark College Board of Trustees, which features more specific content regarding the progress of the myClark ctcLink project.

Please do not hesitate to contact me for questions or concerns. As always, I appreciate you and the work you do. I especially appreciate the way we all collaborate to make a difference in our students' lives and in our community!

Shanda Haluapo

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Clark College
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