

# myCLARK ctcLink

EFFICIENT, SIMPLE, SOLID

Colleagues,

53 days to GoLive! I hope you all saw Susan Maxwell's email announcing the training opportunities. She sent the email last Thursday, titled "ctcLink classes start Tuesday;" it also attached to this email. The email provides links to the training opportunities available.

Overall, there are 61 courses being offered by the State Board: 36 are self-paced only, and 25 have an additional instructor-led component. To access the training, please go to the Washington State Board for Community and Technical Colleges (SBCTC) [ctcLink Implementation Calendar](#).<sup>\*</sup> While training has already begun, training for non-core users of ctcLink (PeopleSoft) – which is most of us – will not begin until late September.

If you need help deciding which courses to take, here are the recommendations:

## If you are

- An **employee** of Clark College, then you should complete *ES100: Employee Self-Service* (self-paced course, available September 30, 2019).
- A **supervisor** (including supervisor of work-study), then you should complete *MS100: Manager Self-Service* (self-paced course, available September 30, 2019).
- A **faculty** member (any status, as long as you teach a class), then you should complete *CF100: Faculty Self-Service* (self-paced course, available September 30, 2019).
- An **advisors / faculty advisor**, then you should take all of the following:
  - *CA100: Advisor Self-Service* (self-paced course, available September 30, 2019),
  - *AA100: Academic Advisement Rules* (self-paced course, available October 14, 2019), and
  - *SR105: Credentials Management - Evaluations & Transfer Credit* (self-paced course, available October 14, 2019).
- Serving in an **administrative capacity** and are responsible for budgets, purchasing, and helping staff with travel and expense reports, then you should complete *EX100: Travel & Expenses* (self-paced course, available October 7, 2019) and *PU100: Purchasing - Creating Requisition* (self-paced course, available September 30, 2019).
- **Assisting students** and want to know what they see in their Student Center, then you should complete *CS100: Student Self-Service (Student Homepage) & Mobile* (self-paced course, available September 30, 2019).
- Working in **Economic and Community Development (ECD)**, then you should complete *CE100: Continuing Education* (self-paced course, available October 7, 2019).

**I am so grateful for all of your hard work and collaboration!**

\* You can filter on the right hand side to only show dates for training. Classes that are self-paced are on the calendar beginning with the first date they are available, and every Monday thereafter. For Instructor-led training you need to sign up at least one day prior to the training. Contact [Jennifer Ward](#) if you have issues or missed signing up for a class and need assistance.

Once you have signed up for a course, and the course becomes available, you will then get an email from Canvas inviting you to the course. Click on the canvas link to enroll in the Canvas course. This course will now be available on your Canvas dashboard. If the course is instructor-led you can add it to your calendar.



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