



Dear Colleagues,

We are making a lot of progress regarding the outstanding issues that must be resolved before Clark College goes live with ctcLink on October 28, 2019. Thank you, myClark ctcLink Project Team, for working so quickly and fervently with the State Board for Community and Technical Colleges (SBCTC) to prepare for a successful GoLive. I know and appreciate the many extra hours many of you are working. You make the difference! A special thank you to Dani Bundy at SBCTC for taking such good care of Clark!

Here are a few highlights of what to expect in the next week:

- You will soon see banners and fliers around the campuses announcing and reinforcing the change to myClark functionality for students.
- You should have all received an email from “SBCTC Canvas” for the Fundamentals and Employee Self-Service courses. If you have not received the email, please contact [Jennifer Ward](#).
- **Faculty** members (any status, as long as you teach a class) will receive an invitation to complete *CF100: Faculty Self-Service* from SBCTC Canvas.
- All employees are invited to attend ctcLink training held on October 11. I recognize that October 11 is Assessment Day for faculty members, and if time permits, please feel free to join one or more of the following training sessions. If you can’t make it, don’t worry, you can register for a self-paced canvas course related to these same topics at the following link: <https://www.sbctc.edu/colleges-staff/it-support/ctclink/ctclink-training-registration.aspx>. (Registration for self-paced courses is available on the right side of the page.)

ctcLink In-Person Training Opportunities

Friday, October 11, 2019

Time	Training	Intended Audience	Presenters	Location
8:30am	HCM Self-Service: <ul style="list-style-type: none"> • Personal details, delegation, benefits, payroll • Requesting absence • Reporting Time, various options Self-paced Course Alternative: Canvas Course ES100	All staff	To be determined	The Student Center

9:30am	Manager self-service: <ul style="list-style-type: none"> • Making changes to employees • Managing employee time • Managing approvals Self-paced Course Alternative: Canvas Course MS100	Managers	To be determined	The Student Center
10:30am	Financials Self-Service: Expenses <ul style="list-style-type: none"> • Travel Authorization • Expense Report Self-paced Course Alternative: Canvas Course EX100	Staff who travel or submit expense reports	Lisa Hasart	The Student Center
11:30am	Purchasing – Create Requisitions Self-paced Course Alternative: Canvas Course PU100	Staff who create requisitions and purchase	Lisa Hasart	The Student Center
3:00pm	PeopleSoft Finance: General Ledger (GL) and new PeopleSoft Accounting Values	Staff who manage budgets	Sabra Sand	GHL 213

Thank you!

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