



Colleagues,

Excitement is growing as we move closer to GoLive with ctcLink! I want to remind you all of the **training opportunities** available; inform you about where to find the **student communication** via the website and Canvas; and provide **appreciation** for the incredible accomplishments. This is a longer than normal email.

### Training Opportunities

All employees are invited to attend ctcLink training held on October 11. I recognize that October 11 is Assessment Day for faculty members. **If time permits, please join us for one or more of the following training sessions. For those of us who can't make it to training on October 11, don't worry!** Everyone can register for self-paced canvas courses 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.) An Employee Accessibility forum is planned for 1:30 p.m. on October 11 in SHL 103.

**Faculty members**, you have been invited to a "SBCTC Canvas" course via your email to learn about the Faculty Center in PeopleSoft. The Faculty Center is the place you will find your roster, submit grades, and communicate with students after we GoLive. The course is self-paced. If you have any questions or did not receive the email, please contact [Jennifer Ward](#) on the myClark ctcLink project staff.

### Friday, October 11, 2019

Time	Training	Intended Audience	Presenters	Location
8:30am	HCM Self-Service: <ul style="list-style-type: none"> <li>• Personal details, delegation, benefits, payroll</li> <li>• Requesting absence</li> <li>• Reporting Time, various options</li> </ul> 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"> <li>• Making changes to employees</li> <li>• Managing employee time</li> <li>• Managing approvals</li> </ul>	Managers	To be determined	The Student Center

	Self-paced Course Alternative: Canvas Course MS100			
10:30am	Financials Self-Service: Expenses <ul style="list-style-type: none"> <li>• Travel Authorization</li> <li>• Expense Report</li> </ul> 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
1:30p.m.	Employee Accessibility Forum: Discussion about accessibility concerns or questions about ctcLink PeopleSoft	Employees using assistive technology	Andrea D. Sanchez-Turner	SHL 103
3:00pm	PeopleSoft Finance: General Ledger (GL) and new PeopleSoft Accounting Values	Staff who manage budgets	Sabra Sand	GHL 213

## Student Communication

Banners, flyers, and table tents have been distributed throughout main campus – we are working on getting them put up at Clark College at WSU-V and CTC. The monitors throughout the college have ctcLink information on them now as well!

The main myClark ctcLink website for students is [www.clark.edu/newmyclark](http://www.clark.edu/newmyclark). Students have now received [two emails](#) about ctcLink coming soon and the changes to their myClark. The third email will go out tomorrow or Friday—pasted below. The Penguin Digest has a weekly update, as will Canvas’ dashboard. If you work with students, please familiarize yourself with these communications. If you have questions, please do not hesitate to contact [Jennifer Ward](#) or me. Our approach to student communication is “Just in Time.”



**New and improved myClark coming to you on October 31, 2019!**

The current online MyClark system will be down from October 18 until October 31.

The good news is that you will be registering for winter quarter classes in the new and improved myClark in November! The functionality of the new myClark is superior—within one system you will be able to do the following:

- Register for classes;
- View your class schedule;
- View your course history;
- Access course placement information;
- See what courses you need to complete for your degree;
- View any hold or information you need to submit;
- Update contact information;
- Apply for graduation and **more!**

When you log in to the new myClark account on October 31, 2019 you will put in your existing SID to receive a new student identification number, called your ctcLink ID. Don't worry, more instructions are coming over the next few weeks. The college is prepared to support you through this transition at Tech Hub and other places throughout the college. However, the system is going to be much user friendly and intuitive than our current system!

Please let us know if you have any questions regarding myClark by emailing them to [ctcLink@clark.edu](mailto:ctcLink@clark.edu). Look for next week's email with further information!

**What to Expect as myClark Transforms:**

- myClark will not be available from Friday, October 18 until Thursday, October 31.
- Learn how to access your new and improved myClark by going to [www.clark.edu/faculty-staff/ctclink/students.php](http://www.clark.edu/faculty-staff/ctclink/students.php).
- Access the new and improved myClark on Thursday, October 31.
- Check your new myClark web portal for your Winter term enrollment date, after November 8.
- Priority registration begins in the new and improved myClark on Tuesday, November 12.

## Appreciation

Each day we are making significant progress with the Washington State Board for Community and Technical College's (SBCTC) ctcLink Project Management Implementation Team on achieving the conditions for Clark College to GoLive on October 28! This progress includes our two largest concerns – the right data access for employees and accessibility. Thank you to all who are working countless hours and expending extraordinary energy advocating for solutions and resolving the items! Thank you, Megan Jasurda, Disability Support Services team members, and IT Services for your tireless advocacy!

*Shanda Haluapo*

Associate Vice President of Planning and Effectiveness  
Clark College

(360) 992-2421  
[shaluapo@clark.edu](mailto:shaluapo@clark.edu)