EDMONDS COMMUNITY COLLEGE
ctcLink CliffsNotes

CHANCE4CHANGE

A message from Super SME/Associate Dean/Registrar Chris Russ, to the Student Services Division:

By this time next year, we will be live in ctcLink! Our go-live date is set for February 2021 (It may seem far off, but there's a lot of work to do between now and then for a smooth transition).

Each student and employee will have a state-wide ID number, referred to as an EMPLID. This number will be used at all campuses. Because of that, creating duplicate IDs will be a huge problem, and will cause a student's registration to be blocked until the duplicate can be removed. We won't be able to remove them on campus – SBCTC has to do that.

The GREAT news is that there is a very robust Search/Match function in PeopleSoft (ctcLink). It allows you to filter many different ways, so you can check to see if a student already exists in the system.

There are many more ways to communicate with students in ctcLink. We will have the 3Cs, the Message Center, Service Indicators, and Student Groups. We can customize some messages associated with each of these functions that are automatically sent to students.We will even have the ability to see if the student has opened the email we sent them! **Win for students = win for staff!**

Program codes are called Plan Stacks in ctcLink. They are EXTREMELY important. Without a Plan Stack activated each term for a student, the student can't register. If a student changes their program, staff will need to make that change in the system, and it can only happen between terms. This will be a big benefit for Financial Aid students and staff as an accurate Plan Stack is needed in order to award and disburse Financial Aid. Get in the habit NOW – every time you speak with a student, whether in person or on the phone, ask them if their program is correct!

As we learn more about ctcLink, we are finding we will need to make both Policy Changes and Practice Changes.

Policy Change + Practice Change = Culture Change

Culture Change is good when it helps students and provides efficiencies for them and for staff.

Long story short - there are some very slick processes and functions in ctcLink. We'll wonder how we ever tolerated the old system!

Have questions, comments, suggestions? Contact the ctcLink Project Team: ctclinkedmonds@edcc.edu OR

Visit our project site:
https://employees.edcc.edu/technology/ctclinkproject/

REMOTE OPTIONS

The Edmonds Project Team recognizes that the community is experiencing a lot of emotions with the current outbreak of COVID-19; fear, anxiety, confusion, sadness, and a multitude of others. The Project Team wants to contribute to the solutions, and offer the community back some time. Should you find yourself needing to work from home, we want to remind everyone of some great opportunities for Tritons who are looking for something to fill their remote work log with. Here is a list we've compiled of suggestions!

- Surf the ctcLink Project Site!
  - Loads of information and resources. Extend your surf into the State Board's Reference center!
- Complete the PeopleSoft Fundamentals Course
  - Log into Canvas using your username (*firstname.lastname*) and network password.
- Dig into the Canvas Global Design Acceptance (GDA) courses
  - Send an enrollment request to ctcLinkEdmonds@edcc.edu
- Subscribe to the ctcLink Edmonds Project Team calendar - here is a how to guide
  - Get a glimpse of what, when, and where things are happening!
- Remember to log any time you spent on ctcLink in our tracking form
  - Canvas courses, SME Meetings, BPFG Homework, etc. on the homepage of the ctcLink site!

** Checkout IT's Resource Webpage for more details on working remotely, and a Reminder that the Help Desk is open and prepared to support!**

UPCOMING

NOW!! March 9-13
- Olympic & Lower Columbia Colleges of Deployment Group 3 will GoLive on ctcLink! To help them along, five members of the Edmonds CC Project Team will be in Bremerton all week.

March 13
- Cycle 1 Data Validations will come to a close

March 26
- SME Meeting, MDL 124 @ 3:30pm

April
- Expecting an updated calendar of events from the state board outlining all the BPFGs that will occur

May - June
- Cycle 2 Data Validations

"This isn't as bad as I thought it was going to be. OC's preparations have really paid off!"
- Vic Portolese, IT ADS Manager in regards to Olympic College's GoLive

PEOPLESPEAK

Cycle Conversions - In the next year, Edmonds CC will take part in five separate Conversion Cycles. The process includes the State Board taking a snapshot of Legacy data, entering local configurations from the BPFG homeworks, and plugging it all into PeopleSoft (ctcLink) environment.

Cycle Validation - The cycle ends with the local college teams working with SMEs to log into the ctcLink environment and validate the conversion and log errors and concerns that are found between the snapshot and the new system.

Oracle Test Manager (OTM) - The EdCC Project Team will be logging all the errors and concerns found between the snapshot and ctcLink into this system for the SBCTC team to review, analyze, adjust, etc.

Cycle 1-5 - With each cycle more information will be converted. A big thanks to the HR & Student Services Evaluators & FinAid teams who spent the last two weeks validating all Employee & Student bio/demo data converted in cycle 1. Cycle 2 will be much larger pulling in many more SMEs to validate. We are expecting this cycle to begin sometime in May and be completed before the end of our current fiscal year. See 'Planning For The Future' on the next page for a glance at our expected schedule of future cycle conversions.

HIGHLIGHTS

Curious about which Business Process Fit/Gap (BPFG) sessions are still in the pipeline? Following is a list of all the postponed session titles. It is expected we will resume in April via WebEx. If you'd like to be included in the discussions, send a request to the Project Team at ctcLinkEdmonds@edcc.edu and we'll get you linked in! See the calendar here.

- CS/SF/FA 3Cs, Message Center & Uploading Documents
- CS Credentials Evaluation
- FA Application Processing
- SF Term Fees, Course & Class Fees, Optional Fees
- HCM Payroll
- FA Awards & Packaging
- CS Special Populations
- CS Mobile Application
- FA Pell, Loans, SNG, CBS, Work Study
- SF Priorities, Waivers, & Refunds
- CS Academic Advising
- FA SAP/R2T4 & State and Federal Reporting
- SF Cashiering & Collections
- HCM Talent Acquisition Management (TAM)
- FA Dual Processing
- SF 3rd Party Contracts & Payment Plans
- HCM Absence Management
- FIN Grants/Contracts/Project Costing
- FIN Travel & Expense
- SF Item Types - Lifecycle with GL
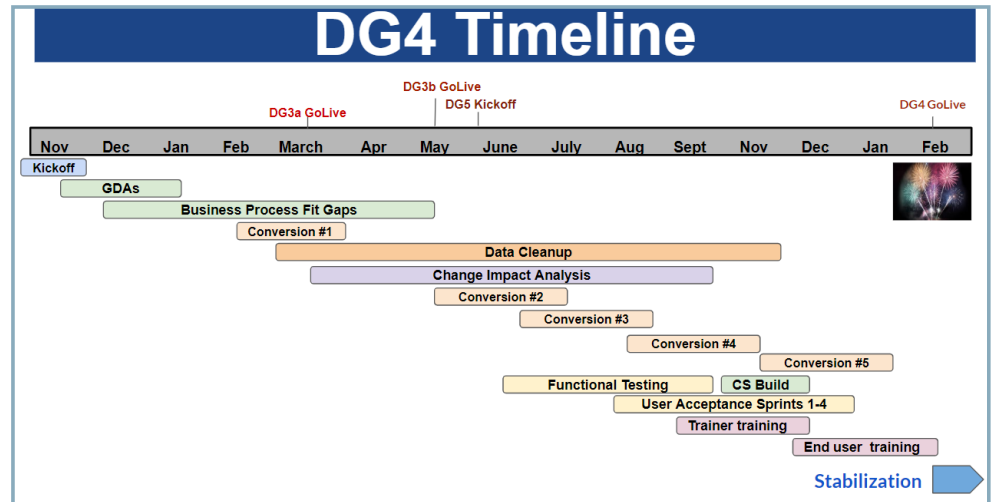
PLANNING FOR THE FUTURE

There is no DG4 without a DG3

The last few weeks have been busy ones for the State Board. While assisting with local configurations for Deployment Group 4 (DG4) - Edmonds, Wenatchee, Seattle, Highline & Centralia - they are being pulled more than expected to prepare six colleges in Deployment Group 3 (DG3) for GoLive. Through many discussions last month, it was decided among college Project Teams, College Presidents, and the State Board, that dividing the deployment into two would be advantageous to all parties. Thus, we now have a DG3a & DG3b.

We are happy to announce that DG3a has commenced their GoLive to ctcLink as originally scheduled. Olympic & Lower Columbia Colleges have successfully blasted off into the future state and are taking this week to roll out the new system to different groups across their campus with each day. The Edmonds Project Team is sending Leah Leggett, Beth Farley, Vic Portolese, Geni Teague, and Chris Russ to Bremerton to assist where possible and glean what they can from the processes and mitigation strategies that are set up for the GoLive roll out week. Cascadia, Peninsula and Pierce Colleges are scheduled to GoLive May 11-15.

How does this impact Edmonds CC?
Well, without a successful DG3, there will be no DG4. Edmonds has already seen impacts on the Business Process Fit Gap (BPFG) sessions, and the Project Team continues to wait for the SBCTC to provide a finalized schedule, until then we are anticipating minimal changes to teh below timeline. A few other activities have been adjusted for DG4, but it has been reiterated by the State Board that these accommodations are *NOT* expected to change our GoLive date: Winter 2021.

DG4 Timeline

BPFG SESSIONS & HOMEWORK KUDOS!

We're taking a moment to shout out to so many folks that have divvied their everyday workloads with ctcLink configuration homework and BPFG sessions. It is remarkable how much has been accomplished by this Triton community! To date, nearly 800 hours have been spent in-person at BPFG sessions, double that number for those attending via WebEx, and over 100 homework assignments have been completed. The sessions and homeworks have ranged from identifying all UA codes, creating a vast number of rules and regulations and parameters for both student services and human resources alike, and so many more key configurations to help make ctcLink work best for this Edmonds CC students and staff!

What is most impressive is how we are already witnessing the silos being broken down. Cross-pillar communication, coordination, collaboration . . . it's a beautiful thing!

Please be kind to your SMEs. This is intensive, critical work that will determine the success of the project for Edmonds Community College!