What to Expect When
ctcLink
is Live

Pierce College's Go-Live Date:

MONDAY, MAY 11, 2020

Information:
www.pierce.ctc.edu/ctcLink

ctcLink

ctcLink is the implementation of a single, centralized system of online functions to give students, faculty and staff anytime, anywhere access to a modern, efficient way to doing their college business. But, it's much more than new software. As the current 30-year old Legacy computer system is replaced, colleges will also align their core business processes with the delivered software solution, making for streamlined, standardized practices across the 34-college system.

At Pierce College, ctcLink will be "myPierce". For most individuals, this is simply a new website that will help them better manage their experience as a student or as an employee.

More information can be found on the intranet here:
https://intranet.pierce.ctc.edu/ctclink/resources.php

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possibilities. **realized.**

Legacy (Payroll/Personnel) Shutdown

- **Thursday, May 7**: Legacy system shutdown begins at noon; users will only have inquiry access.

- **Friday, May 8**: State Board will begin data conversion process from Legacy to PeopleSoft

- **Sunday, May 10**: College SMEs will participate in data validation to ensure our data converted correctly.

When do we have access to ctcLink?

Sunday, May 10
- SME's
- IT Web Services
- IT Network
- IT Client Services

Monday, May 11
- Legacy Super Users
- Supervisors
- Instructional Divisions

Wednesday, May 13
- Non Legacy Users (most employees)
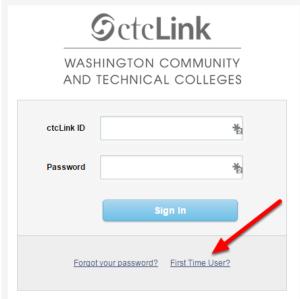- Faculty
- Student Success Coaches

Tuesday, May 26 (Tentative)
- Students

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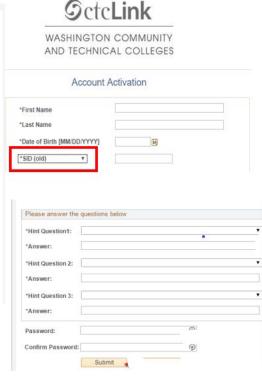
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How will I know what to do?

- If you haven't already taken the Canvas course – [PeopleSoft Fundamentals](#), start there.

- Additionally there will be:
  - Pierce led workshops for your departments via Zoom
  - Open Zoom rooms for troubleshooting or quick instruction – *Info and links coming soon!*
  - Videos and instructional handouts
  - ctcLink [Reference Center](#) (detailed instructions for all pillars within ctcLink)

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How to establish a ctcLink account for the first time on May 13th

- First time logging in and activating your ctcLink account – NOT BEFORE MAY 13.

  1. Click on First Time User
  2. Enter Required information
  3. Change ctcLink ID to SID (old)
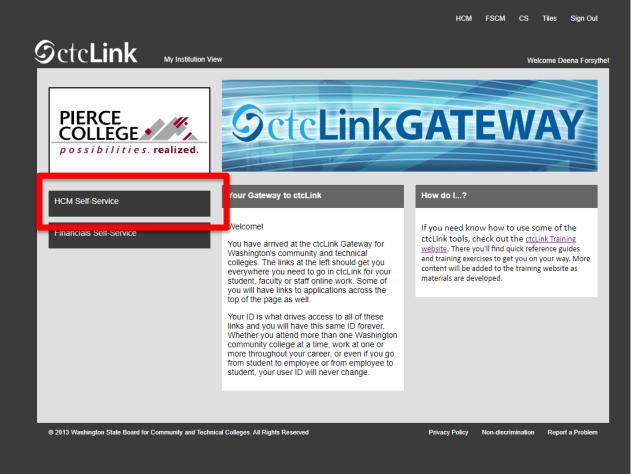 4. Answer Security Questions
  5. **Write down your ctcLink ID**

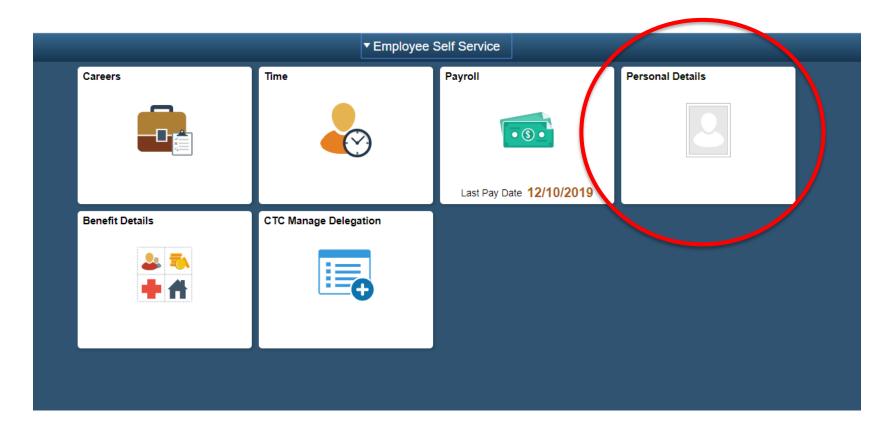**PIERCE COLLEGE**

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ctcLink Landing Page/Gateway

Click on the link "HCM Self-Service to access your Employee Self Service dashboard.

First things, first…

Employees should check their personal details to ensure accuracy.

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Personal Details

In this tile, you will be able to view and update your home address, contact details (phone number, email address), submit name changes, update your race/ethnicity, disability status, and veteran status information, update emergency contact information, and view additional biographical/demographical information the HR office has on file for you such as gender, date of birth, SSN, hire date, and educational level.

More information will be sent out soon including how to request absences and submit time. Stay tuned!