

Legacy Applications Security Administration

Purpose: LegacyLink and Legacy Transcripts applications require specific security administration roles and steps to add and edit users within the Legacy system. Both applications now use Okta and Multi-Factor Authentication (MFA) to ensure a secure login process.

Audience: Security Administration staff managing accessing to Legacy pages, transcripts and reports

LegacyLink

i The LegacyLink application has security administration features within the application itself. To request LegacyLink security administrator access, an authorized requester must submit a service desk ticket to SBCTC requesting a new user to be set up as a LegacyLink security administrator in the application.

Once access to LegacyLink has been established, selecting the **Administrator** option will allow the authorized Security Administrator (SA) access to SA functionality within the LegacyLink application to manage access for their users in LegacyLink.

Both the ctcLink security role AND the establishing the user's security access in the LegacyLink application are needed to enable the user to login and perform their job duties in this application.

! Users needing access to the **LegacyLink** application must have this specific local college managed security role:

- **ZZ LegacyLink**

The above role needs to be assigned to the user in the ctcLink (PeopleSoft) Application in the HCM pillar.

This will grant users access to the LegacyLink application and enable Multi-Factor Authentication (MFA) for the application. Once the Legacy system is accessed, there will be future setup involved.

If you need assistance with the above security roles, please contact your Local Security Administrator (LSA) or IT Admin to request role access with supervisor approval.

Access to **LegacyLink** should be available within a few minutes after saving the role to the user's profile.

If the tile does not appear in a user's ctcLink Okta "My Account" page in the My Apps section after a reasonable period of time, please submit a ticket to SBCTC for root cause analysis.

1. Log in to LegacyLink account (<https://legacylink.ctc.edu>) and verify with Okta.

Connecting to **hp ux**
Sign in with your account to access LegacyLink

ctcLink

Washington State Community and Technical Colleges

ctcLink ID
101

Password
•••••


☐ Keep me signed in

Sign in

[Reset Password](#)
[Unlock Account](#)
[Help](#)

Connecting to **hp ux**
Sign in with your account to access LegacyLink

ctcLink



Verify with your phone

@ C [REDACTED]

Send a code via SMS to +1 XXX-XXX-56 [REDACTED]

Carrier messaging charges may apply

Receive a code via SMS


[Receive a voice call instead](#)

[Verify with something else](#)

[Back to sign in](#)

Connecting to **hp ux**
Sign in with your account to access LegacyLink

ctcLink



Verify with your phone

@ C [REDACTED]

A code was sent to +1 XXX-XXX-56 [REDACTED]. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

Verify

[Verify with something else](#)

[Back to sign in](#)

2. Once the Welcome page displays, select the appropriate hyperlink that you wish to use the upper left corner of the page.
 - Users - Users authorized to view pages and reports in the Legacy Access application at your college
 - Pages - Pages that display on a user's menu

- Reports - Reports that display on a user's menu



Welcome

This system contains information that is protected by federal privacy law. Disclosure to unauthorized parties violates the Family Educational Rights and Privacy Act (FERPA). Do not proceed unless you are specifically authorized to do so and are informed about FERPA. Access only that information needed to complete your assigned or authorized task. Communicate the information only to other parties authorized to have access in accordance with the provisions of FERPA.

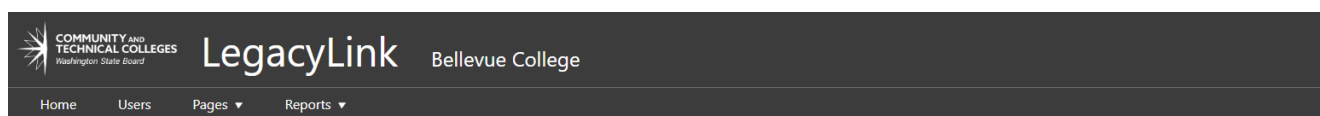
Users

3. Once the Users page displays choose to:

- **Add New User** - Select the **Add New User** button to create a new user account.

OR

- **Edit User** - Use the search field to search for users with partial last name or User ID, select the **Find** button, then select the **Edit** button.
 - **Delete User** - If the Delete link is selected on the Users page, the user will only be deleted from the current college, not all colleges a user may be able to access. If a user is aligned to multiple colleges, they will need to be deleted separately for each college.



Users

| User Name | User ID | | |
|---------------------|---------|----------------------|------------------------|
| Anderson, Laurel | | Edit | Delete |
| Bhagat, Sanjiv | | Edit | Delete |
| Fulmer, Gretchen | | Edit | Delete |
| Garcia, Lisa | | Edit | Delete |
| Gartner, Ray | | Edit | Delete |
| Geertz, Ben | | Edit | Delete |
| Geertz, Ben | | Edit | Delete |
| House, Mouse | | Edit | Delete |
| Macabinguil, Cristy | | Edit | Delete |

Users

Users authorized to view pages and reports in the Legacy Access application at your college.

Add New User

1. Once the **Add New User** page displays, enter

- a. User ID - Required
 - b. Last Name - Required
 - c. First Name - Required
 - d. Middle Name - Optional
2. Select the **User** option from the **User Roles**.
 - a. College User - Security Admins will add new users to the application
 - b. College Administrator - Only SBCTC will add administrators to the application
3. Select the **Mask Sensitive Data** checkbox if necessary.
4. Select the **Save and Configure** button.

Add New User

| | |
|---|--|
| User ID | <input type="text" value="987654321"/> |
| Last Name | <input type="text" value="Pooh"/> |
| First Name | <input type="text" value="Winnie"/> |
| Middle Name | <input type="text"/> |
| User Role | <input type="radio"/> College Administrator <input checked="" type="radio"/> College User |
| <input type="button" value="Save and Configure"/> | |

Edit User

Once the Edit User page displays, there are three edit options:

- **Profile** - A user profile is a set of attributes that identifies a user within the Legacy Access application. The user profile is common across all colleges.
- **Pages** - Pages that display on this user's menu appear with a checkmark in the "Enabled" column.
- **Reports** - Reports that display on this user's menu appear with a checkmark in the "Enabled" column.

Profile

1. On the User Profile page, Last Name, First Name, Middle Name, User Role, User Enabled checkbox and the Mask Sensitive Date items can be edited.

- 2. Select the **Cancel** hyperlink to Cancel edits prior to saving.
- 3. Select the **Save** button once edits are complete.

Edit User

Winnie Pooh, User ID: 987654321

[Profile](#)[Pages](#)[Reports](#)

User Profile

Last Name

Pooh

First Name

Winnie

Middle Name

User Role

☐ College Administrator

☒ College User

☒ User Enabled

Save

Cancel

User Profile

A user profile is a set of attributes that identifies a user within the Legacy Access application. The user profile is common across all colleges.

Pages

- 1. Pages that display on this user's menu appear with a checkmark in the **Enabled** column. To make a page appear on a user's "Pages" menu, select the **Edit** button, then select the checkbox to the left of the page.
- 2. Choose the **Select All** checkbox if a user can access all listed pages.
- 3. Select the **Cancel** hyperlink to Cancel edits prior to saving.
- 4. Select the **Save** button once edits are complete.



Use the [LegacyLink Pages and Reports with Descriptions QRG](#) to assist with page assignments.

Edit User

Winnie Pooh, User ID: 987654321

Profile Pages Reports

Pages

☐ Select All

Save

Cancel

| Enable | Page Name |
|--------------------------|--|
| <input type="checkbox"/> | BM1001-Fee Code Table |
| <input type="checkbox"/> | BM1002-Financial Aid Program Code Table |
| <input type="checkbox"/> | BM1614-Financial Aid Inquiry |
| <input type="checkbox"/> | BM1625-Customer Account Activity |
| <input type="checkbox"/> | BM1628-Third Party Sponsorships |
| <input type="checkbox"/> | BM3002-Accounts Payable Invoices |
| <input type="checkbox"/> | GA1031-General Ledger Table |
| <input type="checkbox"/> | PS0001-Employee Status |
| <input type="checkbox"/> | PS0002-Job Status |
| <input type="checkbox"/> | PS0003-Job Account |
| <input type="checkbox"/> | PS0005-Benefits |
| <input type="checkbox"/> | PS0020-Employee History |
| <input type="checkbox"/> | PS0030-Employee Search |
| <input type="checkbox"/> | PS1030-List Checks By Employee |
| <input type="checkbox"/> | PS1031-Earnings Distribution for a Check |
| <input type="checkbox"/> | PS1032-Deductions for a Check |
| <input type="checkbox"/> | CM3001-Course Catalog |
| <input type="checkbox"/> | CM3002-Course Description |

Pages

Pages that display on this user's menu appear with a checkmark in the "Enabled" column. To make a page appear on a user's "Pages" menu, click "Edit", then select the checkbox to the left of the page name.

Reports

1. Reports that display on this user's menu appear with a checkmark in the **Enabled** column. To make a report appear on a user's "Reports" menu, select the **Edit** button, then select the checkbox to the left of the report name.
2. Choose the **Select All** checkbox if a user can access all listed pages.
3. Select the **Cancel** hyperlink to Cancel edits prior to saving.
4. Select the **Save** button once edits are complete.

 Use the [LegacyLink Pages and Reports with Descriptions QRG](#) to assist with report assignments.

Edit User

Winnie Pooh, User ID: 987654321

[Profile](#)

[Pages](#)

[Reports](#)

Reports

☐ Select All

Save

Cancel

| Enabled | Report Name |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | PS1706-Employee Payroll History Report |
| <input type="checkbox"/> | PS1725-Employee Tracking Report |

Save

Cancel

Reports

Reports that display on this user's menu appear with a checkmark in the "Enabled" column. To make a report appear on a user's "Reports" menu, click "Edit", then select the checkbox to the left of the report name.

Legacy Transcripts Application

i The **Legacy Transcripts** application has security administration features within the application itself. To request **Legacy Transcripts** security administrator access, an authorized requester must submit a service desk ticket to SBCTC requesting a new user to be set up as a **Legacy Transcripts** security administrator in the application.

Once access to the **Legacy Transcripts** application has been established, selecting the **Administrator** option will allow the authorized Security Administrator (SA) access to SA functionality within the **Legacy Transcripts** application to manage access for their users in **Legacy Transcripts**.

Both the ctcLink security role AND the establishing the user's security access in the **Legacy Transcripts** application are needed to enable the user to login and perform their job duties in this application.

! Users needing access to the **Legacy Transcripts** application must have this specific local college managed security role:

- ZZ Legacy Transcripts

The above role needs to be assigned to the user in the ctcLink (PeopleSoft) Application in the HCM pillar. This will grant users access to the **Legacy Transcripts** application and enable Multi-Factor Authentication (MFA) for the application. Granting the security

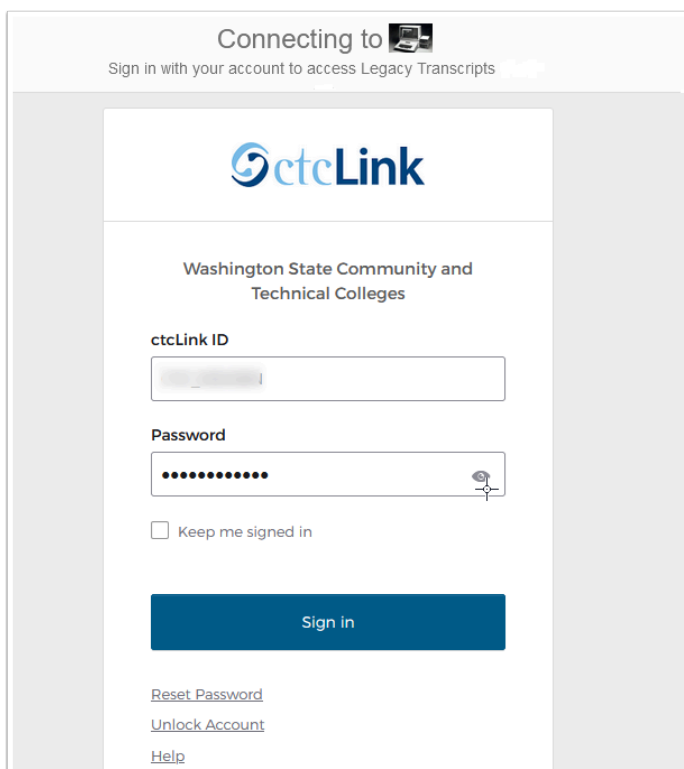
role will trigger the system to establish that user's access in Okta to the desired application and enable the Legacy Transcripts application "tile" to appear on the user's ctcLink Okta "My Account" page in the My Apps section within a few minutes of saving the role to the User Profile.


If the tile does not appear in a user's ctcLink Okta "My Account" page, in the My Apps section after a reasonable period of time, please submit a ticket to SBCTC for root cause analysis.

Once the **Legacy Transcripts** application has been granted in ctcLink, the next step will be for the authorized Security Administrator to open the Legacy Transcript application to define the user's access rights in the application.

If you need assistance with the above security roles, please contact your Local Security Administrator (LSA) or IT Admin to request role access with supervisor approval.

1. Sign in to Legacy Transcripts application is initiated either by navigating to the **ctcLink My Accounts** URL (<https://myaccount.ctclink.us>) or by following the direct **Legacy Transcripts** application URL (<https://legacytranscriptstaff.ctc.edu/>).
2. Both URL access points will direct the user to login and verify with Okta.



Connecting to 


Sign in with your account to access Legacy Transcripts

ctcLink

Washington State Community and Technical Colleges

ctcLink ID

Password

•••••••• 



☐ Keep me signed in

Sign in


[Reset Password](#)

[Unlock Account](#)

[Help](#)

Connecting to  

Sign in with your account to access Legacy Transcripts



Washington State Community and Technical Colleges

ctcLink ID

Password



☐ Keep me signed in

[Reset Password](#)


[Unlock Account](#)


[Help](#)

[Sign in](#)

Connecting to  

Sign in with your account to access Legacy Transcripts





Verify with your phone

@ 101:

A code was sent to +1 XXX-XXX-9269. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code


[Verify with something else](#)

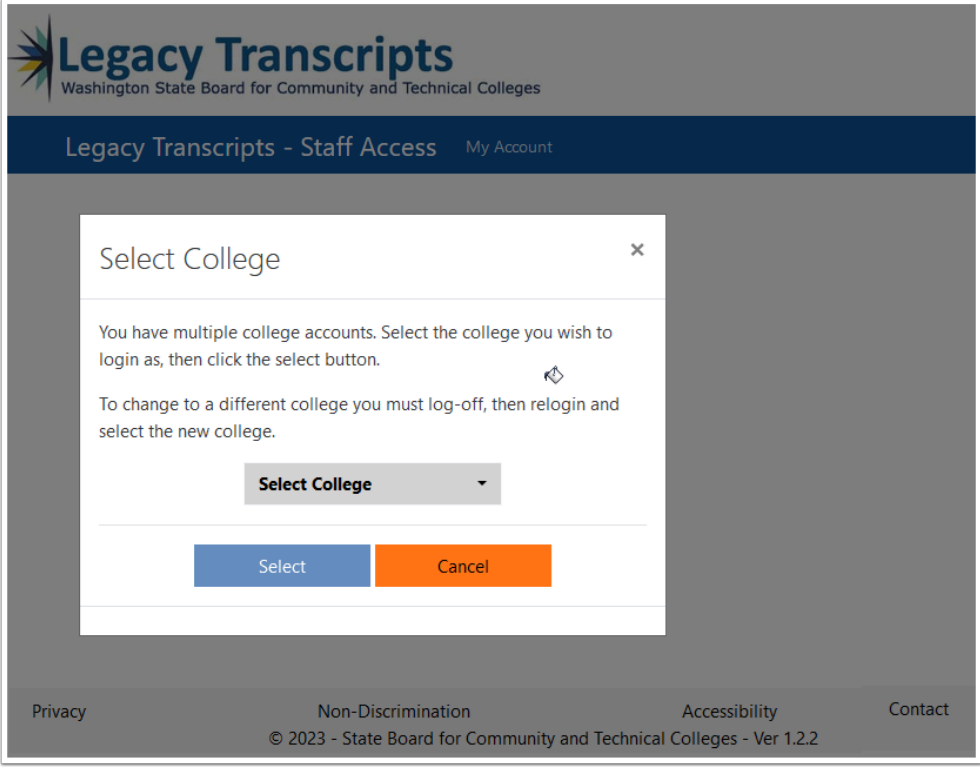
[Back to sign in](#)

[Verify](#)


- After the user verifies access via Okta, the Legacy Transcripts application page will appear and prompt for the college selection (if authorized for more than one college).
 - Note:** If a user has already verified login via ctcLink Okta for their ctcLink access, they may access the Legacy Transcript application from the tile on the "My Account" page, in the *My App* section. Clicking the tile will bring the user to this same page.

2. Select the college you wish to log in with, then select the **Select** button.

 **Note** - If you are only assigned to one college, you will be automatically directed to that specific college's dashboard.



The screenshot shows the Legacy Transcripts Staff Access page. A modal dialog titled "Select College" is open. The dialog contains the following text: "You have multiple college accounts. Select the college you wish to login as, then click the select button." followed by a small icon of a hand pointing to a button. Below this, it says: "To change to a different college you must log-off, then relogin and select the new college." There is a dropdown menu labeled "Select College" with a downward arrow. At the bottom of the dialog are two buttons: "Select" (blue) and "Cancel" (orange). The background page shows the Legacy Transcripts logo and navigation links like "Privacy", "Non-Discrimination", "Accessibility", and "Contact".

 A one-time profile verification process is necessary to ensure information is correct prior to accessing the system. Once profile information has been reviewed, the verification process will be approved after the **Save** button is selected.

College Management

Add User

1. Once the **Add User** page displays, enter
 - a. EmplID - Required
 - b. Last Name - Required
 - c. First Name - Required
 - d. Email - Required
 - e. Phone - Optional

2. Choose one of three Roles from the **Select Role** drop-down list.
 - a. **Administrator**
 - Can update and alter student records
 - Can edit the information in the College Management menu
 - b. **Limited**
 - Can update and alter student records
 - c. **Read-Only Access**
 - Can view student records and information
3. Select the **Security Manager** checkbox to ensure new user can add and edit user security.
4. Select the **Is Active** checkbox if appropriate. This will ensure a user is currently allowed access to the system
5. Select the **Save Account** button to save User information.

[Student Search](#) [College Management ▾](#) [Reports](#) [My Account](#)

Add User

➤ required fields

| | |
|------------------|--|
| EmplID ➤ | <input type="text" value="987654321"/> |
| Last Name ➤ | <input type="text" value="Pooh"/> |
| First Name ➤ | <input type="text" value="Winnie"/> |
| Email ➤ | <input type="text" value="wpoo@sbctc.edu"/> |
| Phone | <input type="text"/> |
| Role ➤ | <input type="text" value="Administrator"/> ▾ |
| Security Manager | <input checked="" type="checkbox"/> |
| Is Active | <input type="checkbox"/> |

Save AccountReset Form

Edit User

1. Select the User to Edit from the drop-down menu.

[Legacy Transcripts - Staff Access](#) [Student Search](#) [College Management ▾](#) [Reports](#) [My Account](#)

Edit User

➤ required fields

▾

2. Edit the appropriate field, role or checkbox, then select the **Save Account** button.

Legacy Transcripts - Staff Access Student Search College Management Reports My Account

Edit User

> required fields

Select User to Edit >

EmplID >

987654321

Last Name >

Pooh

First Name >

Winnie

Email >

wpooh@sbctc.edu

Phone

Role >

Administrator

Security Manager

☒

Is Active?

☒

ProFile Complete

☐

Save Account

Reset Form