

9.2 Create/Update Term Process

Purpose: Use this as a reference for how to create or update term processes within ctLink.

Audience: Veterans Coordinator.

! You must have at least one of these local college managed security roles:

- ZD SR Veterans
- ZZ SR Veterans

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Runs the batch process that generates the blank Enrollment Certification worksheets.

Please refer to QRG [9.2 Veterans Benefit Reporting Overview](#) to see where this process fits.

Create/Update Term Process

Navigation: NavBar > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Create / Update Term Process

1. The **Create/Update Term Process** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

< Student Homepage Create/Update Term Process

Create/Update Term Process

Find an Existing Value Add a New Value

Run Control ID VetBenTerm

Add

Find an Existing Value | Add a New Value

5. The **Create/Update Term Process** page displays.
6. Enter **Academic Institution**.
7. Enter **Term**.
8. Enter **Mode**. The first screenshot below shows "Update Enrollment" mode; the second shows "Update Tuition Worksheet" mode. Again, please refer to QRG [9.2 Veterans Benefit Reporting Overview](#) to see where this process fits and which mode you should select.
9. Ensure the **Population Selection** box is checked.
10. Select **Selection Tool** = "PS Query".
11. Select the appropriate value from **Query Name** search results.
12. Select **Run**. Please refer to the Process Scheduling QRG for instructions.

Student Homepage **Create/Update Term Process**

Create/Update Term Process

Run Control ID VetBenTerm Report Manager Process Monitor **Run**

*Academic Institution Tacoma CC

*Term WINTER 2017

*Mode

Population Selection

Population Selection

Selection Tool

Query Name [Launch Query Manager](#) [Preview Selection Results](#)

Manager Self Service **Create/Update Term Process**

Create/Update Term Process

Run Control ID VetBenTerm Report Manager Process Monitor **Run**

*Academic Institution Tacoma CC

*Term WINTER 2017

*Mode

Include Federal
 Include State
 Include Both Federal and State

Population Selection

Population Selection

Selection Tool

Query Name [Launch Query Manager](#) [Preview Selection Results](#)

13. Process complete.