

## 9.2 Setting Up Graduation Notes

**Purpose:** Use this document as a guide to create graduation notes within ctcLink..

**Audience:** Student Records staff

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

- ZD SACR Student Rec Config
- ZZ SACR Student Rec Config

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

**i** To access the Graduation Notes Table, you must have the ZD SACR Student Rec Config or ZZ SACR Student Rec Config security roles.

### Setting Up Graduation Notes

**Navigation:** NavBar > Navigator > Set Up SACR > Product Related > Student Records > Graduation > Graduation Notes Table

**i** **Tip:** A college query developer can design a query to identify Graduation Notes assigned to students and displayed on the [Graduation Tracking](#) page.

1. The **Graduation Notes Table** search page displays.
2. Select the **Add a New Value** tab to create a new Graduation Note.
  - **Note:** To edit an existing Graduation Note, click the **Find an Existing Value** tab, enter your **Academic Institution**, select the **Include History** check box, and click **Search**.
3. Enter a **Graduation Note ID**.
4. Select **Add**.

