

Security Access to Student Services Tabs

Purpose: Use this document to reference different access to Student Services tabs

Audience: Student Services Staff.

Access to the pages used are limited and assigned by the local ctcLink security administrator.

Access to the Student Services Center in the Gateway Portal, is controlled by the following roles:

- *ZZ SS Advisor*
- *ZZ SS Faculty*
- *ZC CC Personal Info Student*
- *ZD CC Personal Info Student*
- *ZZ CC Personal Info Student*
- *ZZ CC Pers Info NID Update.*

For other type users that need access to the Student Services Center, they will need to navigate to Campus Solutions First, then go to the Student Services Center from there.

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [CS 9.2 - SACR Security: Student Financials](#)
- [CS 9.2 SACR Security: Student Groups](#)
- [CS 9.2 SACR Security - Service Indicator Security](#)

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

General Information

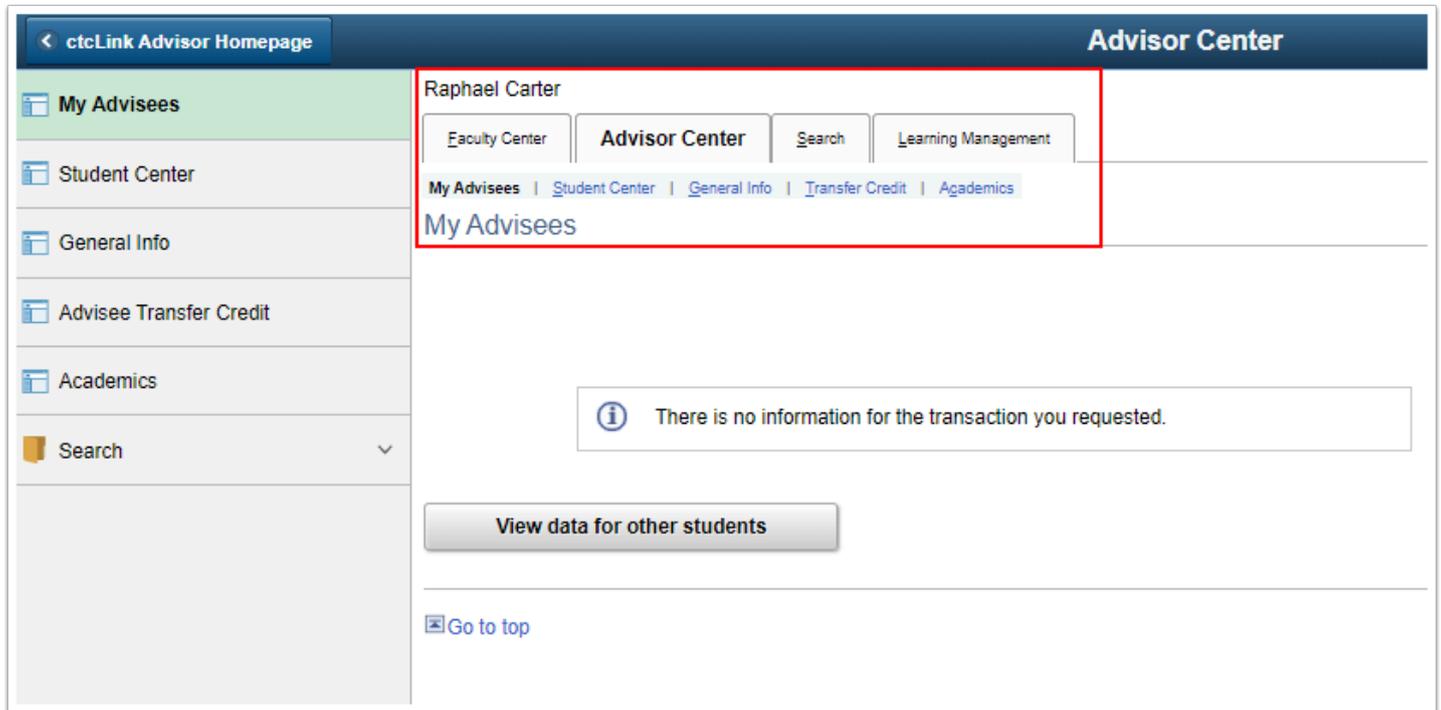
The ***Student Services Center***, for an employee, becomes accessible with one of the following roles:

- ***ZD CC Personal Info Student***
- ***ZZ CC Personal Info Student***
- ***ZC CC Personal Info Student***

Advisor Center

Advisors have a limited version of Student Services Center through their **Advisor Center**.

- **ZZ SS Advisor**



The advisor role is assigned to those who are marked as Advisors in the Instructor/Advisor Table.

- [9.2 Adding an Instructor to the Instructor/Advisor Table](#)

Select "**Advisor Only**" or "**Undefined**" and **check the advisor box** located in the **Instructor Details** section. Once the advisor is added, a job process assigns the role. **Note: You can manually assign the role, but if you don't add the staff member to the advisor table, the job will remove the role.**

Student Center Tab

Security impacts the first tab in the Student Services Center view, preventing colleges from accessing information for students enrolled at other institutions in our system. When you return to the first tab, the system will require you to enter the student's information again on the Search Criteria page to view the student's record.

Access to the Finances section in the Student Services Center, on the Student Center tab, is applied to the student's profile by selecting the **Student Homepage** link on the portal page.

- **Navigation: Menu > Set Up SACR > Security > Secure Student Financials > User ID > Student Institution Set**

- Access will take effect the next day.

The screenshot shows the Student Services Center interface. The top navigation bar includes 'Student Homepage' and 'Student Services Center'. The main content area is divided into several sections:

- Academics:** Includes links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. A dropdown menu is set to 'other academic...'. Below this is a 'This Week's Schedule' table.

	Class	Schedule
	ART 105-01 LEC (1385)	TuWeTh 9:30AM - 11:20AM Building 5 - 106
	ART 105-01A LAB (1386)	TuWeTh 11:30AM - 12:20PM Room TBA
- Finances:** Includes 'My Account' and 'Financial Aid' sections. A red box highlights the 'Account Summary' which states: 'You owe 3,101.34.' with sub-items 'Due Now' (3,101.34) and 'Future Due' (0.00). A note below reads: '** You have a past due balance of 3,101.34. **' and 'Currency used is US Dollar'.
- Other sections:** 'No Holds.', 'To Do List' (Veteran Educational Benefits), 'Milestones' (ENGL Competency), 'Enrollment Dates' (Open Enrollment Dates), and 'Advisor' (Program Advisor).

General Info Tab

Service Indicators

- **Navigation: Menu > Set Up SACR > Security > Secure Student Administration > User ID > Service Indicator Security**
 - Access is granted at both the **Service Indicator** and **Reason** level--Placement and Release.
 - [CS 9.2 SACR Security - Service Indicator Security](#)

Student Groups

- **Navigation: Menu > Set Up SACR > Security > Secure Student Administration > User ID > Student Group Security**

Student Groups			
			Edit Student Groups
Student Group	Description	Institution	Status
SFGA	Parent less then HS grad	Clark College	Active as of 2020-07-10
SWBR	Wabers	Clark College	Active as of 2020-07-21
SWSA	Employed FT	Clark College	Active as of 2020-07-10

National ID (SSN)

- Section controlled by a user's mask on their profile.
 - [Understanding Process Profile, Row and Primary Permission Lists in the User Profile](#)

National ID			
			Edit National IDs
Country	National ID Type	National ID	Primary NID
USA	Social Security Number	XXXXXXXXXX	<input checked="" type="checkbox"/>

[Go to top](#)

Admissions Tab

Admissions

- **Navigation: Menu > Set Up SACR > Security > Secure Student Administration > User ID > Application Center Security**

Test Results

- **Navigation: Menu > Set Up SACR > Security > Secure Student Administration > User ID > Test ID Security**

Test Summary

Edit Student Tests

Test Results

Test ID	Test Component	Test Score	Letter Score	Percentile	Test Date	Acad Level	Data Source	Date Loaded
ACPLC	ELALB	79.00			05/14/2016	Unknown	E	05/16/2016

Academics Tab

Academics Tab

- [Set Up SACR > Security > Secure Student Administration > User ID > Academic Institution Security](#)
- [Set Up SACR > Security > Secure Student Administration > User ID > Institution/Career Security](#)
- [Set Up SACR > Security > Secure Student Administration > User ID > Academic Program Security](#)
- [Set Up SACR > Security > Secure Student Administration > User ID > Academic Plan Security](#)

- **ZD CC Personal Info Student AND ZZ SS Advisor**

Term Summary
Edit Term Data

- WA220 - Tacoma CC
 - CNED - Continuing Education
 - 2195 - SUMMER 2019
 - 2193 - SPRING 2019
 - 2191 - WINTER 2019
 - 2187 - FALL 2018
 - UGRD - Undergraduate
 - 2207 - FALL 2020
 - 2205 - SUMMER 2020
 - 2203 - SPRING 2020
 - 2197 - FALL 2019
 - 2195 - SUMMER 2019
 - 2193 - SPRING 2019
 - 2191 - WINTER 2019
 - 2185 - SUMMER 2018
 - 2183 - SPRING 2018
 - 2181 - WINTER 2018
 - 2167 - FALL 2016

SUMMER 2018

Eligible to Enroll	Yes																		
Primary Program	ACADM Academic																		
Academic Standing Status	Data unavailable																		
▼ Level / Load																			
Academic Level - Projected	Freshman																		
Academic Level - Term Start	Freshman																		
Academic Level - Term End	Freshman																		
Approved Academic Load	Full-Time																		
Academic Load	No Unit Load																		
▼ Classes																			
✔ Enrolled ⊗ Dropped ▲ Wait Listed																			
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Class</th> <th>Description</th> <th>Units</th> <th>Grading</th> <th>Grade</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>BUS& 101-1 (1382)</td> <td>Intro To Business [CCN] (Lecture)</td> <td>5.00</td> <td>Graded</td> <td></td> <td style="text-align: right;">⊗</td> </tr> <tr> <td>ECE 140-1 (1405)</td> <td>Ece Positive Behavior (Lecture)</td> <td>3.00</td> <td>Graded</td> <td></td> <td style="text-align: right;">⊗</td> </tr> </tbody> </table>		Class	Description	Units	Grading	Grade	Status	BUS& 101-1 (1382)	Intro To Business [CCN] (Lecture)	5.00	Graded		⊗	ECE 140-1 (1405)	Ece Positive Behavior (Lecture)	3.00	Graded		⊗
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ECE 140-1 (1405)	Ece Positive Behavior (Lecture)	3.00	Graded		⊗														

Finances Tab

Finances Tab

Required role: **ZD SF Customer Accounts**

Tuition Calculation Summary role: **ZZ SF Tuition and Fees**

- **Navigation: Menu > Set Up SACR > Security > Secure Student Financials > User ID > Institution Set**
 - *Institution Set, Business Unit (and all the sub categories associated with that), Company and Set ID*

Security Access to Student Services Tabs

Page 6

Student Center Student Services Center

Ore Porter ID 201286882

Student Center | General Info | Admissions | Transfer Credit | Academics | **Finances** | Financial Aid

Tuition Calculation Summary Calculate Tuition

WA030 - Olympic College
 UGRD - Undergraduate
 2207 - FALL 2020
 2205 - SUMMER 2020
 2203 - SPRING 2020
 2201 - WINTER 2020
 2197 - FALL 2019
 2195 - SUMMER 2019
 2193 - SPRING 2019
 2191 - WINTER 2019
 2187 - FALL 2018
 2183 - SPRING 2018
 2181 - WINTER 2018
 2177 - FALL 2017
 2173 - SPRING 2017
 2171 - WINTER 2017
 2167 - FALL 2016
 2163 - SPRING 2016
 WA220 - Tacoma CC
 UGRD - Undergraduate
 2187 - FALL 2018
 2187 - FALL 2016

FALL 2020
 Tuition Calc Required No
 Last Calculated on
 Primary Program ACADM Academic
 Tuition Group
 Total Tuition and Fees 0.00 USD
 Total Waiver 0.00
 Currency used is US Dollar

Account Summary View Student Account

WA030 - Olympic College
 WA030 - Olympic College

Olympic College
 Account Total Balance 28.00 USD
 Deposit Due 0.00

Financial Aid Tab

Financial Aid Tab

- ***Set Up SACR > Security > Secure Student Administration > User ID > Academic Institution Security***
- ***Set Up SACR > Security > Secure Student Administration > User ID > Institution/Campus Security***
- ***Set Up SACR > Security > Secure Student Administration > User ID > Institution/Career Security***
- ***Set Up SACR > Security > Secure Student Administration > User ID > Academic Org Security***

[← Financial Aid Summary](#)
Student Services Ctr (Student)

Wasily Kandinsky ID 101013778

[Student Center](#)
[General Info](#)
[Admissions](#)
[Transfer Credit](#)
[Academics](#)
[Finances](#)
Financial Aid

Institution / Aid Year

↳ WA010 - Peninsula College

- ↳ [2021 - 2020-2021 Financial Aid Year](#)
- ↳ [2020 - 2019-2020 Financial Aid Year](#)

2020-2021 Financial Aid Year	
Dependency Status	Independent w/Primary EFC
EFC Status	Official
Date Application Received	12/01/2019
Correction Status	
Correction Status Date	n/a
Aid Application Status	Application Active for All Aid
Package Status	Packaging Completed
Packaging Plan ID	FA-WI-SP Fall/Winter/Spring
Review Status	Review Complete
INST Verification Status	Non Select
Verification Flag	ED Verification Complete
Verification Status	Verified
Fan Ltr Status	Initial
SAP	Meeting Satis Acad Progress
Fed Year COA	20,989.00

End of Information.