

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

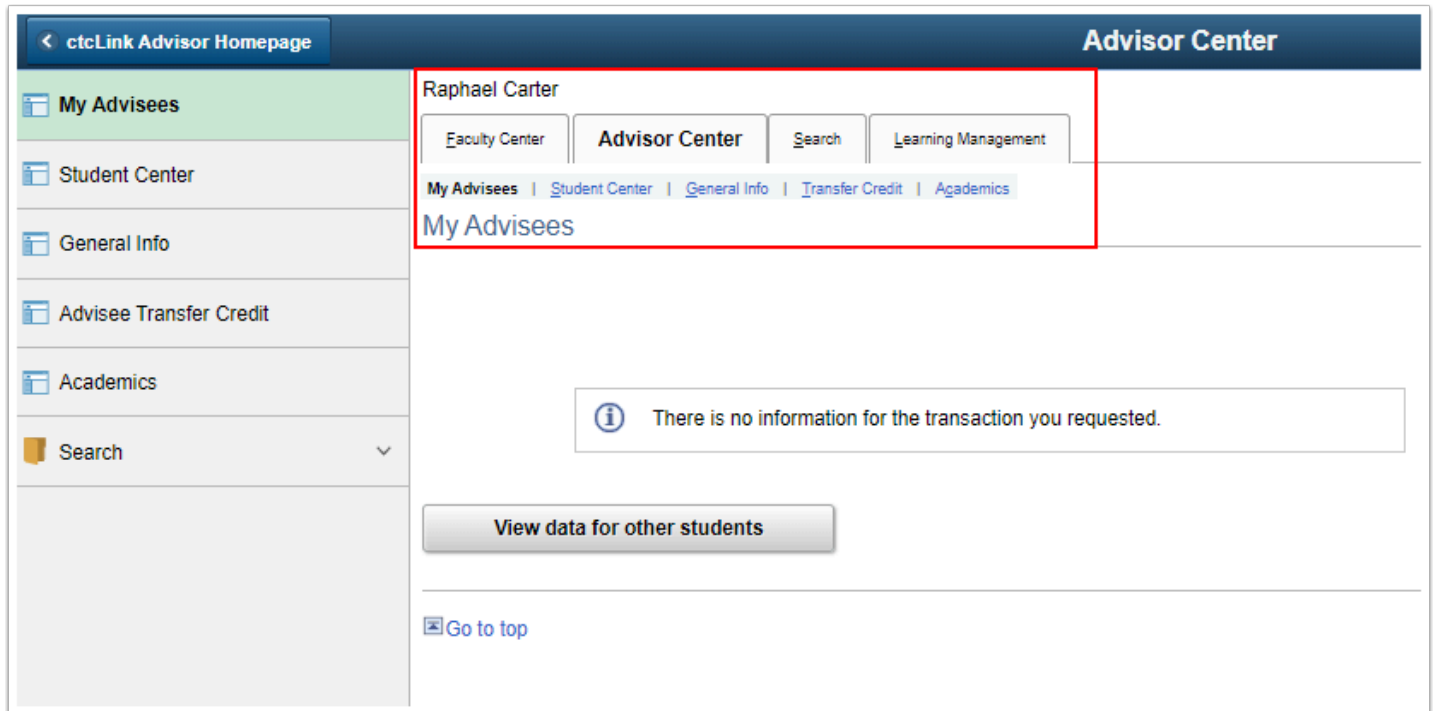
The ***Student Services Center***, for an employee, becomes accessible with one of the following roles:

- ***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.

Student Services Center

Academics

My Class Schedule
Shopping Cart
My Planner

other academic...

Deadlines URL Gradebook

This Week's Schedule

	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

Weekly Schedule ►

Finances

My Account
Account Inquiry

Financial Aid
View Financial Aid

Account Summary

You owe 3,101.34.

- Due Now 3,101.34
- Future Due 0.00

** You have a past due balance of 3,101.34. **

Currency used is US Dollar

No Holds.

To Do List

Veteran Educational Benefits
More ►

Milestones

ENGL Competency
ENGL Competency
Details ►

Enrollment Dates

Open Enrollment Dates

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

1-1 of 1

View All

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

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		✗

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*

Student Center

Student Services Center

Ore Porter

ID 201288882

★

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

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

WA220 - Tacoma CC

UGRD - Undergraduate

2187 - FALL 2018

2187 - FALL 2016

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
EFC Status
Date Application Received
Correction Status
Correction Status Date
Aid Application Status
Package Status
Packaging Plan ID
Review Status
INST Verification Status
Verification Flag
Verification Status
Fan Ltr Status
SAP
Fed Year COA

Independent w/Primary EFC
Official
12/01/2019
n/a
Application Active for All Aid
Packaging Completed
FA-WI-SP
Review Complete
Non Select
ED Verification Complete
Verified
Initial
Meeting Satis Acad Progress
20,989.00

End of Information.