

Assign Student Activity Guide by Student Group

Purpose: Use this document as a reference for how to assign a student activity guide by a student group in PeopleSoft.

Audience: Student Services staff

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

- ZD CC Activity Guide
- ZZ CC Activity Guide

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

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

All colleges are set up with the Personal Information Verification guide - you can begin assigning the guide to students at any time. Don't forget to test out the functionality in [PCD](#) to get the hang of it first!

Assign Student Activity Guide by Student Group

Navigation: Menu > Campus Community > Task Management Work Center > Assign Tasks

1. Select the **Add a New Value** tab.
2. Enter the desired information into the **Run Control ID** field.
3. Select the **Add** button.
4. Input the **Academic Institution**.
5. Input the **Template ID** = "CTC_TM_PER".
6. Input **Context Data** fields.
7. Verify **Request Options** set to "Assign".
8. Select the **Student Group** checkbox.
9. Input or look up **Student Group**.
10. Select **Run**. Please refer to the [Process Scheduling](#) QRG for further instructions.

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ctcLink Student Homepage

Task Management

Task Management

Manage Tasks

Task List

Assign Tasks

View Task Activity

View Agreements

Batch Notifications

Setup Tasks

Task Configuration

Page Definitions

Fields Setup

Activity Guide

Assign Tasks

Run Control ID SAG-StuGroup

Report Manager Process Monitor Run

*Academic Institution WA220 Tacoma CC

*Template ID CTC_TM_PER Personal Information Verification

Context Data

Term 2197

Request Options

☒ Assign ☐ Review

Population Selection

☐ Population Selection

Student Group

☒ Student Group

Student Group RPTK Phi Theta Kappa

Student Override

☐ Student Override

Save Notify

Add Update/Display

Process complete.