## 9.2 Setting Up Student Groups

**Purpose:** Use this document as a reference for how to set up student groups within ctcLink.

Audience: Student Records Staff

- You must have at least one of these local college managed security roles:
- ZD SACR Student Grp Config
- ZZ SACR Student Grp Config

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

**Student Group Naming Convention**: Student groups codes are four characters in length. They must begin with one of the following department codes. The last three characters are descriptive.

- A Admissions
- **B** Student Financials (Bursar)
- F Financial Aid
- **G** Advising
- R Student Records
- S Global S codes reserved for SBCTC -- Do not use

Do not use spaces or special characters in a student group code.

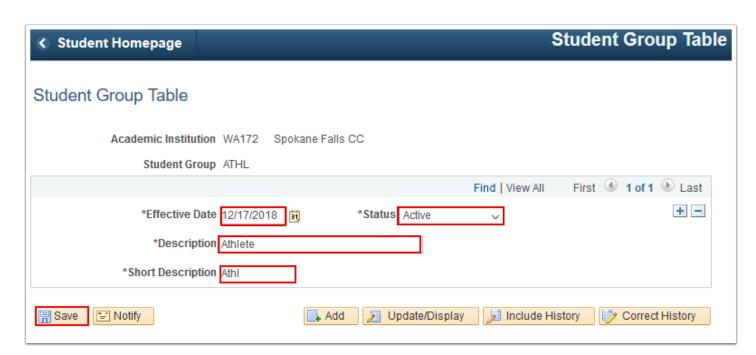
## **Setting Up Student Groups**

Navigation: NavBar > Navigator > Set Up SACR > Common Definitions > Student Group Table

- 1. The **Student Group Table** search page displays.
- 2. Select the **Add a New Value** tab.
- 3. Enter Academic Institution.
- 4. Enter Student Group.
- 5. Select Add.



- 6. The **Student Group Table** page displays.
- 7. Enter the **Effective Date**. Enter the earliest date in ctcLink: **01/01/1901**. **Note:** It is 01/01/1901 that ensures appropriate functionality when student groups are defined for requisites.
- 8. Select **Status**.
- 9. Enter **Description**.
- 10. Enter **Short Description**.
- 11. Select Save.



12. Process complete.



## Security Information:

Users need **Student Group Security** access for student groups in the Student Group Table. For additional information, view the **Student Group Security** QRG. Contact your local Security Administrator for access.

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

