

9.2 Create/Update Term Process

Purpose: Use this as a reference for how to create or update term processes within ctcLink.

Audience: Veterans Coordinator.

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

- ZD SR Veterans
- ZZ SR Veterans

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

Runs the batch process that generates the blank Enrollment Certification worksheets.

Please refer to QRG [9.2 Veterans Benefit Reporting Overview](#) to see where this process fits.

Create/Update Term Process

Navigation: NavBar > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Create / Update Term Process

1. The **Create/Update Term Process** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

[<](#) Student Homepage

Create/Update Term Process

Create/Update Term Process

Find an Existing Value

Add a New Value

Run Control ID

Add

[Find an Existing Value](#) | [Add a New Value](#)

5. The **Create/Update Term Process** page displays.
6. Enter **Academic Institution**.
7. Enter **Term**.
8. Enter **Mode**. The first screenshot below shows "Update Enrollment" mode; the second shows "Update Tuition Worksheet" mode. Again, please refer to QRG [9.2 Veterans Benefit Reporting Overview](#) to see where this process fits and which mode you should select.
9. Ensure the **Population Selection** box is checked.
10. Select **Selection Tool** = "PS Query".
11. Select the appropriate value from **Query Name** search results.
12. Select **Run**. Please refer to the Process Scheduling QRG for instructions.

Student Homepage

Create/Update Term Process

Create/Update Term Process

Run Control ID VetBenTermReport ManagerProcess MonitorRun

*Academic InstitutionWA220Tacoma CC

*Term2171WINTER 2017

*ModeUpdate Enrollment

Population Selection

☒ Population Selection

Selection ToolPS Query

Query NameSSR_VB_POP_UPDTERM

Launch Query ManagerPreview Selection Results

SaveNotifyAdd

Manager Self Service

Create/Update Term Process

Create/Update Term Process

Run Control ID VetBenTermReport ManagerProcess MonitorRun

*Academic InstitutionWA220Tacoma CC

*Term2171WINTER 2017

*ModeUpdate Tuition Worksheet

☐ Include Federal

☐ Include State

☒ Include Both Federal and State

Population Selection

☒ Population Selection

Selection ToolPS Query

Query NameSSR_VB_POP_UPDTERM

Launch Query ManagerPreview Selection Results

SaveNotifyAdd

13. Process complete.