

Name Type Display in Campus Solutions

Purpose: This document provides information on which Name Type displays for students and staff throughout various pages in the Campus Solutions pillar

Audience: Campus Solutions staff

Note: The following sections provide information for the most commonly used pages throughout Campus Solutions. This information is subject to change with Oracle Image updates and system enhancements. Users may be confused by the multiple results displayed using the Global Search bar on home pages.

For any page where the Preferred name is listed, the system will default to their Primary name if the individual does not have a Preferred name saved.

Campus Community

Personal Information

Page	Navigation	Name Displayed
Names	Main Menu > Campus Community > Personal Information > Biographical > Names	Primary
Addresses	Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phone > Addresses	Primary
Electronic Addresses	Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phone > Electronic Addresses	Primary
Phone	Main Menu > Campus Community > Personal Information > Biographical > Addresses/Phone > Phone	Primary
Ethnicity	Main Menu > Campus Community > Personal Information > Biographical > Personal Attributes > Ethnicity	Primary

Page	Navigation	Name Displayed
FERPA	Main Menu > Campus Community > Personal Information > Biographical > Person FERPA > FERPA	Primary
Emergency Contacts	Main Menu > Campus Community > Personal Information > Biographical > Emergency Contacts	Primary
Relationships	Main Menu > Campus Community > Personal Information > Biographical > Relationships > Relationships	Primary
Accommodation Data	Main Menu > Campus Community > Personal Information > Health Information > Accommodation Data	Primary
Immunizations	Main Menu > Campus Community > Personal Information > Health Information > Immunizations and Health	Primary
Citizenship and Passport	Main Menu > Campus Community > Personal Information > Identification > Citizenship > Citizenship and Passport	Primary
Visa Permit	Main Menu > Campus Community > Personal Information > Identification > Citizenship > Visa Permit Data	Primary
External System ID	Main Menu > Campus Community > Personal Information > Identification > External System ID	Primary
Residency Data	Main Menu > Campus Community > Personal Information > Identification > Residency Data	Primary
Photo	Main Menu > Campus Community > Personal Information > Identification > Photo	Primary
Athletic Participation	Main Menu > Campus Community > Personal Information > Participation Data > Athletic Participation	Primary
Extracurricular Activities	Main Menu > Campus Community > Personal Information > Participation Data > Extracurricular Activities	Primary
Add/Update a Person	Main Menu > Campus Community > Personal Information > Add/Update a Person	Primary

Personal Information (Student)

Page	Navigation	Name Displayed
Names	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Names	Primary
Addresses	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phone (Student) > Addresses	Primary
Electronic Addresses	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phone (Student) > Electronic Addresses	Primary
Phone	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Addresses/Phone (Student) > Phone	Primary
Ethnicity	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Personal Attributes > Ethnicity	Primary
FERPA	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Person FERPA > FERPA	Primary
Emergency Contacts	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Emergency Contacts	Primary
Relationships	Main Menu > Campus Community > Personal Information (Student) > Biographical (Student) > Relationships > Relationships	Primary
Accommodation Data	Main Menu > Campus Community > Personal Information (Student) > Health Information (Student) > Accommodation Data	Primary
Immunizations	Main Menu > Campus Community > Personal Information (Student) > Health Information (Student) > Immunizations and Health	Primary
Citizenship and Passport	Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Citizenship > Citizenship and Passport	Primary
Visa Permit	Main Menu > Campus Community > Personal Information	Primary

Page	Navigation	Name Displayed
	(Student) > Identification (Student) > Citizenship > Visa Permit Data	
External System ID	Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > External System ID	Primary
Residency Data	Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Residency Data	Primary
Photo	Main Menu > Campus Community > Personal Information (Student) > Identification (Student) > Photo	Primary
Athletic Participation	Main Menu > Campus Community > Personal Information (Student) > Participation Data (Student) > Athletic Participation	Primary
Extracurricular Activities	Main Menu > Campus Community > Personal Information (Student) > Participation Data (Student) > Extracurricular Activities	Primary
Add/Update a Person	Main Menu > Campus Community > Personal Information (Student) > Add/Update a Person	Primary

Checklists

Page	Navigation	Name Displayed
Checklist Management – Person	Main Menu > Campus Community > Checklists > Person Checklists > Checklist Management - Person	Primary
Person Checklist Summary	Main Menu > Campus Community > Checklists > Person Checklists > Person Checklist Summary	Primary

Communications

Page	Navigation	Name Displayed
Communication	Main Menu > Campus Community > Communications >	Primary

Page	Navigation	Name Displayed
Management	Person Communications > Communication Management	
Communication Summary	Main Menu > Campus Community > Communications > Person Communications > Communication Summary	Primary

Comments

Page	Navigation	Name Displayed
Person Comment Entry	Main Menu > Campus Community > Comments > Comments - Person > Person Comment Entry	Primary
Person Comment Summary	Main Menu > Campus Community > Comments > Comments - Person > Person Comment Summary	Primary

Service Indicators

Page	Navigation	Name Displayed
Manage Service Indicators	Main Menu > Campus Community > Service Indicators > Person > Manage Service Indicators	Primary
Audit Service Indicators	Main Menu > Campus Community > Service Indicators > Person > Audit Service Indicators	Primary
Mass Assign	Main Menu > Campus Community > Service Indicators > Person > Mass Assign	Primary
Mass Release	Main Menu > Campus Community > Service Indicators > Person > Mass Release	N/A – no name displays

Service Indicators (Student)

Page	Navigation	Name Displayed
Manage Service Indicators	Main Menu > Campus Community > Service Indicators (Student) > Manage Service Indicators	Primary
Audit Service Indicators	Main Menu > Campus Community > Service Indicators (Student) > Audit Service Indicators	Primary
Mass Assign	Main Menu > Campus Community > Service Indicators (Student) > Mass Assign	Primary
Mass Release	Main Menu > Campus Community > Service Indicators (Student) > Mass Release	N/A – no name displays

Task Management Workcenter

Page	Navigation	Name Displayed
Task List	Main Menu > Campus Community > Task Management Workcenter > Task List	Primary
Assign Tasks	Main Menu > Campus Community > Task Management Workcenter > Assign Tasks	Primary
View Task Activity	Main Menu > Campus Community > Task Management Workcenter > View Task Activity	Primary

Student Services Center

Page	Navigation	Name Displayed
Student Services Center	Main Menu > Campus Community > Student Services Center	Preferred – in headers on pages/ tabs throughout, Primary – in the search results grid

Student Services Center (Student)

Page	Navigation	Name Displayed
Student Services Ctr (Student)	Main Menu > Campus Community > Student Services Ctr (Student)	Preferred – in headers on pages/tabs throughout, Primary – in search results grid

Student Recruiting

Page	Navigation	Name Displayed
Create/Update Prospects	Main Menu > Student Recruiting > Maintain Prospects > Create/Update Prospects	Primary
Create/Update Recruiters	Main Menu > Student Recruiting > Student Recruiters > Create/Update Recruiters	Primary
Recruiter Summary	Main Menu > Student Recruiting > Student Recruiters > Summaries > Recruiter Summary	Primary

Student Admissions

Page	Navigation	Name Displayed
Add Application	Main Menu > Student Admissions > Application Entry > Add Application	Primary
Maintain Applications	Main Menu > Student Admissions > Application Maintenance > Maintain Applications	Primary
Application Evaluation	Main Menu > Student Admissions > Application Evaluation > Application Evaluation	Primary

Records and Enrollment

Enroll Students

Page	Navigation	Name Displayed
Quick Enroll a Student	Main Menu > Records and Enrollment > Enroll Students > Quick Enroll a Student	Primary
Quick Admit a Student	Main Menu > Records and Enrollment > Enroll Students > Quick Admit a Student	Primary
Student Milestones	Main Menu > Records and Enrollment > Enroll Students > Student Milestones	Primary
Student OEE Enroll Data	Main Menu > Records and Enrollment > Enroll Students > Student OEE Enroll Data	Primary
Enrollment	Main Menu > Records and Enrollment > Enroll Students > Enrollment	Primary
Enrollment Request	Main Menu > Records and Enrollment > Enroll Students > Enrollment Request	Primary
Enrollment Request Search	Main Menu > Records and Enrollment > Enroll Students > Enrollment Request Search	N/A - no name displays
Block Enroll Merge	Main Menu > Records and Enrollment > Enroll Students > Block Enroll > Block Enroll Merge	Primary
Create Student Block	Main Menu > Records and Enrollment > Enroll Students > Block Enroll > Create Student Block	Primary

Student Term Information

Page	Navigation	Name Displayed
Term Activate a Student	Main Menu > Records and Enrollment > Student Term Information > Term Activate a Student	Primary

Page	Navigation	Name Displayed
Student Grades	Main Menu > Records and Enrollment > Student Term Information > Student Grades	Primary
Term History	Main Menu > Records and Enrollment > Student Term Information > Term History	Primary
Student Incomplete	Main Menu > Records and Enrollment > Student Term Information > > Student Incomplete	Primary

Career and Program Information

Page	Navigation	Name Displayed
Student Program/Plan	Main Menu > Records and Enrollment > Career and Program Information > Student Program/Plan	Primary
Student Groups	Main Menu > Records and Enrollment > Career and Program Information > Student Groups	Primary
View Student Groups by Student	Main Menu > Records and Enrollment > Career and Program Information > View Student Groups by Student	Primary
Process Student Groups	Main Menu > Records and Enrollment > Career and Program Information > Process Student Groups	Primary

Enrollment Summaries

Page	Navigation	Name Displayed
Enrollment Summary	Main Menu > Records and Enrollment > Enrollment Summaries > Enrollment Summary	Primary

Term Processing

Page	Navigation	Name Displayed
Class Permissions	Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions	Primary – both instructor and student
Term Withdrawal Run Status	Main Menu > Records and Enrollment > Term Processing > Withdrawal and Cancellation > Term Withdrawal Run Status	Primary
Term Activation Batch Process	Main Menu > Records and Enrollment > Term Processing > Term Activation > Term Activation Batch Process	Primary
Student Enrollment Appointment	Main Menu > Records and Enrollment > Term Processing > Appointments > Student Enrollment Appointment	Primary
Repeat Checking	Main Menu > Records and Enrollment > Term Processing > End of Term Processing > Repeat Checking	N/A – no name displays
Acad Standing/Honors & Awards	Main Menu > Records and Enrollment > Term Processing > End of Term Processing > Acad Standing/Honors & Awards	N/A – no name displays
Honors and Awards	Main Menu > Records and Enrollment > Term Processing > End of Term Processing > Honors and Awards	Primary

Enrollment Reporting

Page	Navigation	Name Displayed
Student Consolidated Stats	Main Menu > Records and Enrollment > Enrollment Reporting > Consolidated Statistics > Student Consolidated Stats	Primary
Veterans	Main Menu > Records and Enrollment > Enrollment Reporting	Primary

Page	Navigation	Name Displayed
Benefit Summary	> Veterans Benefit Reporting > Veterans Benefit Summary	
Enrollment Certification	Main Menu > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Enrollment Certification	Primary
Veterans Tuition Worksheet	Main Menu > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Veterans Tuition Worksheet	Primary

Enrollment Verifications

Page	Navigation	Name Displayed
Enrollment Verification	Main Menu > Records and Enrollment > Enrollment Verifications > Enrollment Verification	Primary

Transcripts

Page	Navigation	Name Displayed
Request Transcript Report	Main Menu > Records and Enrollment > Transcripts > Request Transcript Report	Primary
Transcript Text	Main Menu > Records and Enrollment > Transcripts > Transcript Text	Primary
Electronic Transcript Request	Main Menu > Records and Enrollment > Transcripts > Electronic Transcripts > Electronic Transcript Request	Primary
Process Transcripts	Main Menu > Records and Enrollment > Transcripts > Batch Transcripts > Process Transcripts	Primary

Graduation

Page	Navigation	Name Displayed
Student Degrees	Main Menu > Records and Enrollment > Graduation > Student Degrees	Primary
Honors and Awards	Main Menu > Records and Enrollment > Graduation > Honors and Awards	Primary

Transfer Credit Evaluation

Page	Navigation	Name Displayed
Course Credits – Manual	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits - Manual	Primary
Course Credits – Automated	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Course Credits - Automated	Primary
Test Credits – Manual	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Test Credits - Manual	Primary
Test Credits - Automated	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Test Credits - Automated	Primary
Other Credits – Manual	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Other Credits - Manual	Primary
External Education	Main Menu > Records and Enrollment > Transfer Credit Evaluation > External Education	Primary
Test Results	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Test Results	Primary
Transfer Credit Summary	Main Menu > Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary	Primary

Student Background Information

Page	Navigation	Name Displayed
Student Advisor	Main Menu > Records and Enrollment > Student Background Information > Student Advisor	Primary
Advising Notes	Main Menu > Records and Enrollment > Student Background Information > Advising Notes	Primary – both student and staff in the “Assigned To” field

Curriculum Management

Course Catalog

Page	Navigation	Name Displayed
Browse Catalog	Main Menu > Curriculum Management > Course Catalog > Browse Catalog	N/A – no name displays
Course Catalog	Main Menu > Curriculum Management > Course Catalog > Course Catalog	N/A – no name displays

Schedule of Classes

Page	Navigation	Name Displayed
Class Search	Main Menu > Curriculum Management > Schedule of Classes > Class Search	Preferred – instructor
Schedule New Course	Main Menu > Curriculum Management > Schedule of Classes > Schedule New Course	Primary
Maintain Schedule of	Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes	Primary

Page	Navigation	Name Displayed
Classes		
Schedule Class Meetings	Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings	Primary

Class Roster

Page	Navigation	Name Displayed
Class Roster	Main Menu > Curriculum Management > Class Roster > Class Roster	Preferred – both instructor and student
Print Class Roster	Main Menu > Curriculum Management > Class Roster > Print Class Roster	Preferred – student, Primary – instructor

Attendance Roster

Page	Navigation	Name Displayed
Attendance Roster by Class	Main Menu > Curriculum Management > Attendance Roster > Attendance Roster by Class	Primary – both instructor and student
Attendance Roster by Student	Main Menu > Curriculum Management > Attendance Roster > Attendance Roster by Student	Primary

Grading

Page	Navigation	Name Displayed
Grade Roster	Main Menu > Curriculum Management > Grading > Grade Roster	Preferred
Grade Roster Report	Main Menu > Curriculum Management > Grading > Grade Roster Report	Preferred

Instructor/Advisor Information

Page	Navigation	Name Displayed
Instructor Schedule	Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Schedule	Primary
Instructor Term Workload	Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor Term Workload	Primary
Instructor/Advisor Table	Main Menu > Curriculum Management > Instructor/Advisor Information > Instructor/Advisor Table	Primary

Faculty Workload

Page	Navigation	Name Displayed
Maintain Faculty Workload	Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Maintain Faculty Workload	Primary
Department Term Summary	Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Transaction > Department Term Summary	Primary
FWL Calculation	Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL	Primary

Page	Navigation	Name Displayed
Process	Calculation Process	
FWL Contract Generation	Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL Contract Generation	Primary
FWL Mass Approval	Main Menu > Curriculum Management > CTC Custom > Faculty Workload > Faculty Workload Processing > FWL Mass Approval	Primary

CampusCE

Page	Navigation	Name Displayed
CampusCE Transaction Mgmt	Main Menu > Curriculum Management > CTC Custom > CampusCE > CampusCE Transaction Mgmt	Primary

Student Alert

Page	Navigation	Name Displayed
Create Student Alert	Main Menu > Curriculum Management > CTC Custom > Student Alert > Create Student Alert	Primary

Academic Advisement

Page	Navigation	Name Displayed
Request Advisement Report – Report Request	Main Menu > Academic Advisement > Student Advisement > Request Advisement Report - Report Request	Primary
Request	Main Menu > Academic Advisement > Student Advisement >	Preferred

Page	Navigation	Name Displayed
Advisement Report – View Report	Request Advisement Report - View Report	
Request Advisement Report – View Report PDF	Main Menu > Academic Advisement > Student Advisement > Request Advisement Report – View Report PDF	Primary
Authorize Student Exceptions	Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions	Primary
Create Course Substitution	Main Menu > Academic Advisement > Student Advisement > Create Course Substitution	Primary
Advising Notes	Main Menu > Academic Advisement > Student Advisement > Advising Notes	Primary – both student and staff in the “Assigned To” field

ctcLink Advisor Homepage

Page	Navigation	Name Displayed
My Advisees	Portal > ctcLink Advisor Homepage > My Advisees	Preferred
My Advisees – Advising Notes	Portal > ctcLink Advisor Homepage > My Advisees > Advising Notes	Preferred – for student, Created By, Assigned To, and Entered By
My Advisees – Notify	Portal > ctcLink Advisor Homepage > My Advisees > Notify All Advisees OR Notify Selected Advisees	Preferred – advisor name automatically populates in

Page	Navigation	Name Displayed
		notification subject line
My Advising Notes (Tile)	Portal > ctcLink Advisor Homepage > My Advising Notes	Preferred – for student, Created By, Assigned To, and Entered By
Advisor Center – My Advisees	Portal > ctcLink Advisor Homepage > Advisor Center > My Advisees	Preferred – for advisor and students on advisees list, Primary – in search results grid if searching for other students
My Advisees – Notify	Portal > ctcLink Advisor Homepage > Advisor Center > My Advisees > Notify All Advisees OR Notify Selected Advisees	Primary – advisor name automatically populates in notification subject line
Advisor Center – Student Center	Portal > ctcLink Advisor Homepage > Advisor Center > Student Center	Preferred – for advisor and students on most pages and page headers, Primary – in search results grid, Unofficial Transcript PDF, AAR and What-If PDF, Advising Notes Created By/Assigned To fields
Advisor Center – General	Portal > ctcLink Advisor Homepage > Advisor Center > General Info	Preferred – for advisor and students on

Page	Navigation	Name Displayed
Info		page/page header, Primary – in search results grid and page links (if security allows)
Advisor Center – Advisee Transfer Credit	Portal > ctcLink Advisor Homepage > Advisor Center > Advisee Transfer Credit	Preferred – for advisor and students on page/page header, Primary – in search results grid and transfer course detail links
Advisor Center – Academics	Portal > ctcLink Advisor Homepage > Advisor Center > Academics	Preferred – for advisor and students on page/page header, Primary – in search results grid and edit Program link (if security allows)

ctcLink Student Homepage

Message Center

Page	Navigation	Name Displayed
Select Thread	Portal > ctcLink Student Homepage > Message Center > Select Thread	User Profile Display Name - for Sender if the college has sender display

Page	Navigation	Name Displayed
		configured, the Student name doesn't display unless in message text

Tasks

Page	Navigation	Name Displayed
To Do List	Portal > ctcLink Student Homepage > Tasks > To Do List	Preferred – for Contact Name if the Checklist Item is configured to display
Holds	Portal > ctcLink Student Homepage > Tasks > Holds	Preferred – for Contact Name if the Service Indicator Reason is configured to display

Academic Progress

Page	Navigation	Name Displayed
Academic Progress – AAR PDF	Portal > ctcLink Student Homepage > Academic Progress > Academic Progress – AAR PDF	Primary
View What-If Report	Portal > ctcLink Student Homepage > Academic Progress > View What-If Report	Preferred
Advisors	Portal > ctcLink Student Homepage > Academic Progress > Advisors	Preferred – Advisor, Student name does not display

Page	Navigation	Name Displayed
View my Advising Notes	Portal > ctcLink Student Homepage > Academic Progress > View my Advising Notes	Primary – for Assigned To, Created By, and Entered By, Student name does not display
Apply for Graduation	Portal > ctcLink Student Homepage > Academic Progress > Apply for Graduation	Preferred
View Graduation Status	Portal > ctcLink Student Homepage > Academic Progress > View Graduation Status	Primary
Expected Graduation Term	Portal > ctcLink Student Homepage > Academic Progress > Expected Graduation Term	N/A – no name displays

Manage Classes

Page	Navigation	Name Displayed
View My Classes – Printable Page	Portal > ctcLink Student Homepage > Manage Classes > View My Classes – Printable Page	Preferred
View My Exam Schedule	Portal > ctcLink Student Homepage > Manage Classes > View My Exam Schedule	N/A – no name displays
Enrollment Dates	Portal > ctcLink Student Homepage > Manage Classes > Enrollment Dates	N/A – no name displays
Class Search and Enroll	Portal > ctcLink Student Homepage > Manage Classes > Class Search and Enroll	Preferred - Instructor, Student name does not display
Enroll by My	Portal > ctcLink Student Homepage > Manage Classes >	Preferred -

Page	Navigation	Name Displayed
Requirements	Enroll by My Requirements	Instructor, Student name does not display
Shopping Cart	Portal > ctcLink Student Homepage > Manage Classes > Enroll by My Requirements	Preferred - Instructor, Student name does not display
Drop Classes	Portal > ctcLink Student Homepage > Manage Classes > Shopping Cart	Preferred - Instructor, Student name does not display
Update Classes	Portal > ctcLink Student Homepage > Manage Classes > Drop Classes	Preferred - Instructor, Student name does not display
Swap Classes	Portal > ctcLink Student Homepage > Manage Classes > Swap Classes	Preferred - Instructor, Student name does not display
Browse Course Catalog	Portal > ctcLink Student Homepage > Manage Classes > Browse Course Catalog	N/A – no name displays
Planner	Portal > ctcLink Student Homepage > Manage Classes > Planner	N/A – no name displays

Financial Aid

Page	Navigation	Name Displayed
Select Aid Year	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year to View	N/A – no name

Page	Navigation	Name Displayed
		displays
Self-Service Links	Portal > ctcLink Student Homepage > Financial Aid > Self Service Links	N/A – no name displays
Financial Aid Summary	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Financial Aid Summary	Preferred (displays only on Expected Family Contribution link)
Loan Counseling	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Loan Counseling	Preferred
Satisfactory Academic Progress	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Satisfactory Academic Progress	N/A – no name displays
Accept/Decline Awards – Award Package (links)	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Accept/Decline Awards – Award Package (links)	Preferred
Account Inquiry	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Accept/Decline Awards > Account Inquiry	N/A – no name displays
Request Counselor Action	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Accept/Decline Awards > Request Counselor Action	Preferred
Consumer Information	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Accept/Decline Awards > Consumer Information	N/A – external link
Entrance Interview Information	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > Accept/Decline Awards > Entrance Interview Information	N/A – external link
Scheduled Disbursement Dates	Portal > ctcLink Student Homepage > Financial Aid > Select Aid Year > View Scheduled Disbursement Dates	N/A – no name displays

Financial Account

Page	Navigation	Name Displayed
Account Balance	Portal > ctcLink Student Homepage > Financial Account > Account Balance	N/A – no name displays
Charges Due	Portal > ctcLink Student Homepage > Financial Account > Charges > Charges Due	N/A – no name displays
Payment History	Portal > ctcLink Student Homepage > Financial Account > Payments > Payment History	N/A – no name displays
Make a Payment	Portal > ctcLink Student Homepage > Financial Account > Payments > Make a Payment	N/A – no name displays
View 1098-T	Portal > ctcLink Student Homepage > Financial Account > 1098-T > View 1098-T	Primary
1098-T Consent	Portal > ctcLink Student Homepage > Financial Account > 1098-T Consent	Preferred
Netlnet Payment Plan	Portal > ctcLink Student Homepage > Financial Account > Payment Plans > Nelnet Payment Plan	Primary
Enroll in a Payment Plan	Portal > ctcLink Student Homepage > Financial Account > Payment Plans > Enroll in a Payment Plan	N/A – no name displays
Direct Deposit	Portal > ctcLink Student Homepage > Financial Account > Other Account Activities > Direct Deposit	N/A – no name displays
Purchase Miscellaneous Item	Portal > ctcLink Student Homepage > Financial Account > Other Account Activities > Purchase Miscellaneous Items	N/A – no name displays
View Student Permissions	Portal > ctcLink Student Homepage > Financial Account > Other Account Activities > View Student Permissions	N/A – no name displays

Academic Records

Page	Navigation	Name Displayed
Course History	Portal > ctcLink Student Homepage > Academic Records > Course History	Student name does not display, Instructor Preferred displays when selecting individual class details
View Grades	Portal > ctcLink Student Homepage > Academic Records > View Grades	Student name does not display, Instructor Preferred displays when selecting individual class details
View Unofficial Transcript	Portal > ctcLink Student Homepage > Academic Records > View Unofficial Transcript	Primary
View Transfer Credit Report	Portal > ctcLink Student Homepage > Academic Records > View Transfer Credit Report	N/A – no name displays
Evaluate Transfer Credit	Portal > ctcLink Student Homepage > Academic Records > Evaluate Transfer Credit	N/A – no name displays
View My Milestone	Portal > ctcLink Student Homepage > Academic Records > View My Milestone	Preferred
Student Milestone Details	Portal > ctcLink Student Homepage > Academic Records > Student Milestone Details	Preferred – student, Preferred -

Page	Navigation	Name Displayed
		advisor (if assigned)
My Program	Portal > ctcLink Student Homepage > Academic Records > My Program	N/A – no name displays

Profile

Page	Navigation	Name Displayed
Personal Details	Portal > ctcLink Student Homepage > Profile > Personal Details	Shows all Name Types defined for the student
Contact Details	Portal > ctcLink Student Homepage > Profile > Contact Details	N/A – no name displays
Address	Portal > ctcLink Student Homepage > Profile > Addresses	N/A – no name displays
Emergency Contacts	Portal > ctcLink Student Homepage > Profile > Emergency Contacts	Student name does not display, Emergency Contact name entered
Ethnicity	Portal > ctcLink Student Homepage > Profile > Ethnicity	N/A – no name displays
Privacy Restrictions	Portal > ctcLink Student Homepage > Profile > Privacy Restrictions	N/A – no name displays

Additional Resources

Page	Navigation	Name Displayed
Links	Portal > ctcLink Student Homepage > Additional Resources > Links	N/A – no name displays
Upload Documents	Portal > ctcLink Student Homepage > Additional Resources > Upload Documents	Primary
Request Information	Portal > ctcLink Student Homepage > Additional Resources > Request Information	Primary

Immunization Attestation

Page	Navigation	Name Displayed
Immunization Attestation	Portal > ctcLink Student Homepage > Immunization Attestation > COVID-19 Vaccination Attestation	Primary

Faculty Center

Page	Navigation	Name Displayed
My Schedule	Portal > Faculty Center > My Schedule	Preferred
View Personal Data Summary	Portal > Faculty Center > My Schedule > View Personal Data Summary	Preferred
View Textbook Summary	Portal > Faculty Center > My Schedule > View Textbook Summary	Preferred
View Exam Schedule	Portal > Faculty Center > My Schedule > View Exam Schedule	Preferred
Class Roster	Portal > Faculty Center > Class Roster	Preferred – both instructor and student
Grade Roster	Portal > Faculty Center > Grade Roster	Preferred – both instructor and student

Page	Navigation	Name Displayed
Contract Info	Portal > Faculty Center > Contract Info	Preferred
View Contract	Portal > Faculty Center > Contract Info > View Contract	Primary
Class Search	Portal > Faculty Center > Search > Class Search	Preferred

HighPoint Message Center

Page	Navigation	Name Displayed
Create a Thread	Main Menu > HighPoint > Message Center > Create a Thread	Primary – for students, User Profile Display Name – for staff/thread creator
Search for Threads	Main Menu > HighPoint > Message Center > Search for Threads	Primary
Thread Inquiry	Main Menu > HighPoint > Message Center > Thread Inquiry	Primary

Financial Aid

Page	Navigation	Name Displayed
Maintain Student FA Term	Main Menu > Financial Aid > Financial Aid Term > Maintain Student FA Term	Primary
Maintain Term Budgets	Main Menu > Financial Aid > Budgets > Maintain Term Budgets	Primary
Create Student Budget	Main Menu > Financial Aid > Budgets > Create Student Budget	Primary
View Student Budget Summary	Main Menu > Financial Aid > Budgets > View Student Budget Summary	Primary
Maintain Student SAP Data	Main Menu > Financial Aid > Satisfactory Academic Progress > Maintain Student SAP Data	Primary

Page	Navigation	Name Displayed
View Financial Aid Status	Main Menu > Financial Aid > View Financial Aid Status	Primary
Assign Awards to a Student	Main Menu > Financial Aid > Awards > Award Processing > Assign Awards to a Student	Primary
View Award Activity	Main Menu > Financial Aid > Awards > View Award Activity	Primary
Assign Packaging Variables	Main Menu > Navigator > Financial Aid > Awards > Award Processing > Assign Packaging Variables	Primary
Update Incoming Aggregates	Main Menu > Navigator > Financial Aid > Awards > Aggregates > Update Incoming Aggregates	Primary
View Award Activity	Main Menu > Navigator > Financial Aid > Awards > View Award Activity	Primary
Disburse Aid	Main Menu > Financial Aid > Disbursement > Disburse Aid	Primary
Disburse Aid With Override	Main Menu > Navigator > Financial Aid > Disbursement > Disburse Aid With Override	Primary
Manage Direct Loan Application	Main Menu > Financial Aid > Loans > Direct Lending Management > Manage Direct Loan Application	Primary
View Loan Processing Actions	Main Menu > Financial Aid > Loans > Direct Lending Management > View Loan Processing Actions	Primary
Reject Originations Report	Main Menu > Financial Aid > Loans > Direct Lending Reconciliation > Rejected Originations Report	Primary
Loans on Hold Report	Main Menu > Financial Aid > Loans > Direct Lending Reconciliation > Loans on Hold Report	Primary
Validation Errors Report	Main Menu > Financial Aid > Loans > Direct Lending Reconciliation > Validation Errors Report	Primary
View COD Data	Main Menu > Financial Aid > File Management > COD Full Participant > View COD Data	Primary
%Aid Year% Suspense Management	Main Menu > Financial Aid > File Management > ISIR Import > %Aid Year% Suspense Management	ISIR Data, Primary in ID Lookup

Page	Navigation	Name Displayed
Correct %Aid Year% ISIR Records	Main Menu > Financial Aid > Federal Application Data > Correct %Aid Year% ISIR Records	Primary
Manage Pell Payment	Main Menu > Navigator > Financial Aid > Pell Payment > Manage Pell Payment	Primary
Create Worksheet	Main Menu > Navigator > Financial Aid > Return to Title IV Funds > Create Worksheet	Primary
Fund Roster	Main Menu > Navigator > Financial Aid > Fund Management > Fund Roster	Primary
WCG Eligibility & Archive Data	Main Menu > Navigator > Financial Aid > CTC Custom > CTC Interfaces > WA College Grant > WCG Eligibility View > WCG Eligibility & Archive Data	Primary
College Bound Eligibility View	Main Menu > Navigator > Financial Aid > CTC Custom > CTC Interfaces > College Bound Scholarship > College Bound Eligibility View	Primary

Student Financials

General

Page	Navigation	Name Displayed
View Corporate Accounts	Main Menu > Student Financials > View Corporate Accounts – Account Details Link	Primary
View Customer Accounts	Main Menu > Student Financials > View Customer Accounts	Primary
View Item	Main Menu > Student Financials > View Item	Primary
View Item Due	Main Menu > Student Financials > View Item Due	Primary
View Item Line	Main Menu > Student Financials > View Item Line	Primary

Set Up SACR

Page	Navigation	Name Displayed
Tender Keys	Main Menu > Set Up SACR > Product Related > Student Financials > Cashiering > Tender Keys	Primary
Valid Cashiers	Main Menu > Set Up SACR > Product Related > Student Financials > Cashiering > Valid Cashiers	User Profile Display Name

Bill Customers

Page	Navigation	Name Displayed
Print Invoice	Main Menu > Student Financials > Bill Customers > Corporate Bills > Print Invoice	Primary
Review Invoice	Main Menu > Student Financials > Bill Customers > Corporate Bills > Review Invoice	Primary

Cashiering

Page	Navigation	Name Displayed
Post Student Payments	Main Menu > Student Financials > Cashiering > Post Student Payments	Primary
Review Corporate Payments	Main Menu > Student Financials > Cashiering > Review Corporate Payments	Primary
Review Corporate Receipts	Main Menu > Student Financials > Cashiering > Review Corporate Receipts	Primary
Review Student Payments	Main Menu > Student Financials > Cashiering > Review Student Payments	Primary – both student and staff
Review	Main Menu > Student Financials > Cashiering > Review	Primary – both

Page	Navigation	Name Displayed
Student Receipts	Student Receipts	student and staff

Charges and Payments

Page	Navigation	Name Displayed
Assign Student Permissions	Main Menu > Student Financials > Charges and Payments > Assign Student Permissions	Primary
Create Group Data Entries	Main Menu > Student Financials > Charges and Payments > Group Processing > Create Group Data Entries	Primary – student, emplID only for staff
Mass Select Transactions	Main Menu > Student Financials > Charges and Payments > Group Processing > Mass Select Transactions	Primary
Review Transactions	Main Menu > Student Financials > Charges and Payments > Group Processing > Review Transactions	Primary – student, emplID only for staff
Post Student Transaction	Main Menu > Student Financials > Charges and Payments > Post Student Transaction	Primary
Reverse Charge	Main Menu > Student Financials > Charges and Payments > Reversals > Reverse Charge	Primary
Reverse Corporate Charge	Main Menu > Student Financials > Charges and Payments > Reversals > Reverse Corporate Charge – Account Details Link	Primary
Reverse Corporate Payment	Main Menu > Student Financials > Charges and Payments > Reversals > Reverse Corporate Payment – Account Details Link	Primary
Reverse Payment	Main Menu > Student Financials > Charges and Payments > Reversals > Reverse Payment	Primary
View	Main Menu > Student Financials > Charges and Payments > View	Primary

Page	Navigation	Name Displayed
Payments	Payments	

Collections

Page	Navigation	Name Displayed
Collection Agreement	Main Menu > Student Financials > Collections > Collection Agreement	Primary
Review Credit History	Main Menu > Student Financials > Collections > Credit History > Review Credit History	Primary

CTC Custom

Page	Navigation	Name Displayed
Generate Student Statements	Main Menu > Student Financials > CTC Custom > CTC SF Reports > Generate Student Statements	Primary – on page, Preferred on statement PDF

Payment Plans

Page	Navigation	Name Displayed
Assign	Main Menu > Student Financials > Payment Plans > Payment Plan > Assign	Primary
Review Results by Contract	Main Menu > Student Financials > Payment Plans > Payment Plan > Review Results by Contract	Primary
Assign	Main Menu > Student Financials > Payment Plans > Third Party Contract > Assign	Primary

Refunds

Page	Navigation	Name Displayed
Create Refund Vouchers	Main Menu > Student Financials > Refunds > AP Direct Deposit > Create Refund Vouchers	Primary
Review Vouchers	Main Menu > Student Financials > Refunds > AP Direct Deposit > Review Vouchers	Primary
Designate Sponsor	Main Menu > Student Financials > Refunds > Designate Sponsor	Primary
Report Batch Messages	Main Menu > Student Financials > Refunds > Process Batch Refunds > Report Batch Messages	Primary
Report Batch Refunds	Main Menu > Student Financials > Refunds > Process Batch Refunds > Report Batch Refunds	Primary
Review Batch Messages	Main Menu > Student Financials > Refunds > Process Batch Refunds > Review Batch Messages	Primary
Review Batch Refunds	Main Menu > Student Financials > Refunds > Process Batch Refunds > Review Batch Refunds	Primary
Student Refunds by Date	Main Menu > Student Financials > Refunds > Reverse and Cancel Refunds > Student Refunds by Date	Primary
Student Refunds by ID	Main Menu > Student Financials > Refunds > Reverse and Cancel Refunds > Student Refunds by ID	Primary
Review Sponsor Refunds by ID	Main Menu > Student Financials > Refunds > Review Sponsor Refunds by ID	Primary
Review Student by ID	Main Menu > Student Financials > Refunds > Review Student by ID	Primary

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Sponsor Refund	Main Menu > Student Financials > Refunds > Sponsor Refund	Primary
Student Refund	Main Menu > Student Financials > Refunds > Student Refund	Primary

Taxes

Page	Navigation	Name Displayed
Edit 1098-T Data	Main Menu > Student Financials > Taxes > Edit 1098-T Data	Primary
Generate 1098-T	Main Menu > Student Financials > Taxes > Generate 1098-T	Primary
Review 1098-T Data	Main Menu > Student Financials > Taxes > Review 1098-T Data	Primary
Review 1098-T Messages	Main Menu > Student Financials > Taxes > Review 1098-T Messages	Primary
Review 1098-T Consent	Main Menu > Student Financials > Taxes > Revoke 1098-T Consent	Primary
1098-T Audit Report	Main Menu > Student Financials > Taxes > Tax Reports > 1098-T Audit Report	Primary
1098-T Form Print	Main Menu > Student Financials > Taxes > Tax Reports > 1098-T Form Print	Primary

Tuition and Fees

Page	Navigation	Name Displayed
Assign Student Waiver	Main Menu > Student Financials > Tuition and Fees > Assign Student Waiver	Primary

Page	Navigation	Name Displayed
Review Fees After Calculation	Main Menu > Student Financials > Tuition and Fees > Calculate Batch Tuition > Review Fees After Calculation	Primary
Cancel Enrollment	Main Menu > Student Financials > Tuition and Fees > Cancellation > Cancel Enrollment	Primary
Review Cancellation Messages	Main Menu > Student Financials > Tuition and Fees > Cancellation > Review Cancellation Messages	Primary
Review Enrollment Cancellation	Main Menu > Student Financials > Tuition and Fees > Cancellation > Review Enrollment Cancellation	Primary
Student Running Start	Main Menu > Student Financials > Tuition and Fees > CTC Custom > Student Running Start	Primary
Tuition Charge Calculation	Main Menu > Student Financials > Tuition and Fees > CTC Custom > Tuition Charge Calculation	Primary
Equation Variables	Main Menu > Student Financials > Tuition and Fees > Equation Variables	Primary
Tuition Calculation	Main Menu > Student Financials > Tuition and Fees > Tuition Calculation	Primary