

9.2 Adding Applications Manually

Purpose: Use this document as a reference for adding an application manually in ctcLink.

Audience: Admissions staff.

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

- ZC AD App Entry
- ZZ AD App Entry

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)
- [CS 9.2 SACR Security: Academic Program Security](#)
- [Academic Plan 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.

Manual Application Entry

i You must **always** run the [Search/Match](#) process before adding a New Application. The creation of duplicate IDs is highly detrimental to **Records** and **Financial Aid**, especially in a global system.

When adding an admission application (Quick Admit, Add Application) to an existing EMPLID:

- If you copy/paste an EMPLID, you may have noticed that when you copy/paste an EMPLID it can come along with an extra space and tab. Please keep an eye out and delete those extra spaces before and after an EMPLID before saving your record. If you save with the extra space/tab, it creates a NEW EMPLID (a duplicate!) that includes that space/tab.

- If you manually enter an EMPLID, please confirm it is the same as the intended EMPLID before saving. If you save it and it is not the same and intended EMPLID, it can create a new EMPLID (or associate data with the wrong EMPLID).
- When you get a warning that an SSN is already in use, heed it! It is a clue that you may unintentionally be creating a new EMPLID. Stop and figure out who else has the SSN on their record: Are they the same person that you are adding to the system?

Navigation: NavBar > Student Admissions > Application Entry > Add Application

or

Navigation: ctcLink CS Staff Homepage > Admissions Processing Tile > Entering Applications > Add Application

Application Entry

1. Perform a **Search/Match**

- After you've performed a **Search/Match** and have determined that the student **does not** already have an academic record at your institution, then you would enter their **EMPLID** (ctcLink ID) into the ID field. For example, a student at your college might have a student ID because they were enrolled in Continuing Education classes--a Cont Ed Academic Career. The student wants to enroll in classes under the Academic Career; therefore, you would enter their ID into the ID field and select Academic Career.

2. The **Application Entry** page displays. Enter the following information:

3. **Application Nbr.** Do not change; accept the default value of eight zeros.

4. **ID.** Allow to default to "**NEW**" unless adding an application for an **existing student** with an EMPLID.

- If you have access, you can verify if the student has a student program plan at your institution. You will only add an application if the student does not have a record at your institution.

After you've performed a **Search/Match** and have determined that the student **does not** already have an academic record at your institution, then you would enter their **EMPLID** (ctcLink ID) into the ID field. For example, a student at your college might have a student ID because they were enrolled in Continuing Education classes--a Cont Ed Academic Career. The student wants to enroll in classes under the Academic Career; therefore, you would enter their ID into the ID field and select Academic Career.

4. **Academic Institution:** Enter or lookup.

5. **Academic Career:** Enter or lookup.

6. Select **Add**.

< Admissions Processing **Application Entry**

Application Entry

Add a New Value

Application Nbr 00000000 🔍

ID NEW 🔍

Academic Institution WA220 🔍

Academic Career UGRD 🔍

Add

Biographical Details

7. The **Biographical Details** tab displays. Enter the applicant information into the following sections:

Person Information

8. Enter the student's information into the followings fields:

- **Prefix** if disclosed by a student
- **First Name**
- **Last Name**
- **Date of Birth**

Biographical History 1 of 1 | View All

*Effective Date: 07/29/2020 + -

*Marital Status: Unknown As of:

*Sex:
 Unknown
 Female
 Male
 Not Exclusively Male or Female
 Unknown

National ID 1-1 of 1

*Country	*National ID Type	National ID	Primary
USA <input type="text"/>	Social Security Number <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

The Legal Definition of Sex.

13. Please enter the legal sex as denoted on this person's birth certificate or driver's license per [WAC 246-490-075](#) or [WAC 308-104-0150](#).

Biographical History 1 of 1 | View All

*Effective Date: 07/29/2020 + -

*Marital Status: Unknown As of:

*Sex: Not Exclusively Male or Female

Legal Definition of Sex ?

Help - Legal Definition of Sex x

Legal Definition of Sex

Please enter the legal sex as denoted on this person's birth certificate or driver's license per WAC 246-490-075 or WAC 308-104-0150.

National ID 1-1 of 1

*Country	*National ID Type	National ID	Primary
USA <input type="text"/>	Social Security Number <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

14. If provided, enter applicant information into the **National ID** section(s). Additional rows can be added by selecting **Add**.

National ID 1-1 of 1

*Country	*National ID Type	National ID	Primary
USA <input type="text"/>	Social Security Number <input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>

Contact Information

In the **Contact Information** section, enter the address information:

- Address Type such as Home, Business, or Mailing. The system displays **Home** as the default address type.

The default for the **Effective Date** field is the current system date. The effective date is the date when the address for the address type you selected is effective. This date is also the date when the status that you choose is valid.

The **Status** field is set to either **Active** or **Inactive**.

15. Select the **Edit Address** link in the **Contact Information** section.

- If you are entering a foreign address for a student, you must select the foreign country first using the lookup tool and then click **Edit Address** to enter the address fields next.

The screenshot shows the 'Contact Information' section with a table titled 'Addresses'. The table has one row with the following fields: '*Address Type' (Permanent), 'Effective Date' (08/02/2021), '*Status' (Active), and 'Country' (USA). Below the 'Country' field is a blue link labeled 'Edit Address'. Red arrows point from the text 'First, Change to foreign country (if applicable)' to the 'Country' field and from 'Next, click "Edit Address" to enter the address' to the 'Edit Address' link. At the bottom of the form are three buttons: 'Save', 'Notify', and 'Refresh'.

PeopleSoft delivers foreign address formats to conform to the customary address format of the specified country. Below is a helpful crosswalk for staff to use when determining where to enter values in PeopleSoft foreign address fields.

- [PeopleSoft Foreign Address Field Label Crosswalk](#)

Contact Information

Addresses

*Address Type: Home

Effective Date: 07/29/2020

*Status: Active

Country: USA

Address: [Edit Address](#)

Phone

Type	Phone	Ext	Country	Preferred
Mobile				<input type="checkbox"/>
Add				

Email

Email Type	Email Address	Preferred
Home		<input type="checkbox"/>
Add		

[Visa/Permit Data](#) [Citizenship](#)

16. Enter the desired information into the following:

- **Address 1** field
- **Address 2** field (if applicable)
- **City** field
- **State** field
- **Postal** field
- **County** field

17. Select the **OK** button.

If you are unable to save your address, confirm your address by [checking](#) your address's accuracy. If you can still save the address due to an error, select the **Change Country** link and choose your country. This will allow you to bypass the error before choosing **OK**.

Click [here](#) for instructions on bypassing an address.

Note: When searching for England, select GBR (United Kingdom) to open the address fields.

Edit Address

Country	United States	Change Country
Address 1	1300 Quince Street SE	
Address 2		
Address 3		
City	Olympia	
State	WA	Washington
Postal	98501-7329	
County	Thurston	

OK

Cancel

[Clear](#)

18. Select the **Type** drop-down list in the Phone section and choose the desired item from the drop-down menu.
19. Enter the desired information into the **Phone** field.
20. Select the **Type** drop-down list in the Email section and choose the desired item from the drop-down menu.
21. Enter the desired information into the **Email Address** field. To add an address, phone or email, select **Add a New Row [+]**.
22. Use the **Visa/Permit Data** link to enter the visa/permit data that the individual has disclosed.
23. Use the **Citizenship** link to enter the citizenship and/or passport data that the individual has disclosed.
24. Select **OK**.

Contact Information

Addresses 1 of 1 | View All

*Address Type: Home
 Effective Date: 07/29/2020
 *Status: Active
 Country: USA
 Address: 1300 Quince St SE, Olympia, WA 98504, Thurston

Phone

Type	Phone	Ext	Country	Preferred
Mobile	806/555-1212			<input checked="" type="checkbox"/>

Email

Email Type	Email Address	Preferred
Home	cs_ctc1_1@qctclink.local	<input checked="" type="checkbox"/>

Visa/Permit Data Citizenship

Save Notify Refresh Add Update/Display Include History Correct History

Regional Tab

1. Select the **Regional** tab.
2. Enter the **Ethnicity** information that the individual has disclosed. Additional entries can be added by selecting the **[+]** plus icon.
3. The **History** section allows you to enter Military Status information. This section is not required and should only be entered if the student has disclosed it, and it does not affect [Veteran Benefit Reporting](#).

Biographical Details Add Application

Biographical Details **Regional** Personal Application Program Data Application Data Application School/Recruiting

NEW

USA

Ethnicity

Person is Hispanic or Latino If Yes, Select Ethnic Group: Guajira/Guajiro/Guajirix

Regulatory Region	Ethnic Group	Description	Ethnic Category	Primary	IPEDS	Percentage
USA	GUAJIR	Guajira/Guajiro/Guajirix	Hispanic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
USA	JAPANES	Japanese	Asian	<input type="checkbox"/>	<input type="checkbox"/>	

History

*Effective Date: 07/29/2020 Military Status: Not a Veteran

Disabled Disabled Veteran VA Benefit

Save Notify Refresh Add Update/Display Include History Correct History

Biographical Details | Regional | Personal

Personal Tab

1. Select the **Personal** tab.

The screenshot shows a web application interface with a dark blue header containing a back arrow, the text 'Biographical Details', and 'Add Application'. Below the header is a navigation bar with tabs: 'Biographical Details', 'Regional', 'Personal' (highlighted with a red border), 'Application Program Data', and 'Application Data'. The main content area is titled 'NEW' and contains a form with the following fields:

- Effective Date: 07/30/2020 (with a calendar icon)
- Updated By: CTC_TMARTIN
- Gender Identity: A dropdown menu.
- Sexual Orientation: A dropdown menu.

Below the dropdowns is a link: [Why are we collecting this information?](#) with a question mark icon. At the bottom of the form area are buttons for '+', '-', 'Save', 'Notify', 'Refresh', and 'Add'. A breadcrumb trail at the bottom reads: [Biographical Details](#) | [Regional](#) | [Personal](#) | [Application Program Data](#) | [Application Data](#) | [Application School/Recruiting](#) | [Additional Details](#).

2. Select the **Gender Identity** drop-down list to select the appropriate option if the information has been disclosed by the student.

The screenshot shows the 'Add Application' form in the 'Personal' tab. The 'Effective Date' is 07/30/2020 and 'Updated By' is CTC_TMARTIN. The 'Gender Identity' dropdown is currently empty. The 'Sexual Orientation' dropdown is open, displaying a list of options: A gender identity not listed, Female (Cisgender), Gender Fluid, Gender Non-conforming, Intersex, Male (Cisgender), More than one gender identity, Non-binary, Prefer not to answer, Questioning, Transgender Female, Transgender Male, and Two-Spirit. The 'Two-Spirit' option is highlighted in blue.

3. Select the **Sexual Orientation** drop-down list to select the appropriate option of the information has been disclosed by the individual.

The screenshot shows the 'Add Application' form with the 'Gender Identity' dropdown set to 'Gender Fluid'. The 'Sexual Orientation' dropdown is open, and the 'Two-Spirit' option is selected and highlighted in blue. Other options visible include Asexual, Bisexual, Gay, Heterosexual/Straight, Lesbian, Pansexual, Prefer not to answer, Queer, and Questioning.

Why are we collecting this information?

4. Sexual Orientation & Gender Identity

The primary purpose for collecting sexual orientation and gender identity information is to ensure inclusivity and success for all students in our system. It is imperative, and a system goal, to provide safe places for all students to be affirmed in their identity and learn in an environment free from harassment and discrimination. In addition, this data will assist local colleges in providing services and creating programs and curriculum designed to support student success within the LGBTQIA+ community.

The screenshot shows a web application interface for adding an application. The top navigation bar includes 'Biographical Details' and 'Add Application'. Below this, there are tabs for 'Biographical Details', 'Regional', 'Personal', 'Application Program Data', and 'Application Data'. The 'Personal' tab is selected, and the form is titled 'NEW'. The form contains several fields: 'Effective Date' (07/30/2020), 'Updated By' (CTC_TMARTIN), 'Gender Identity' (Gender Fluid), and 'Sexual Orientation'. A help popup is open, titled 'Help - Why are we collecting this information?', which contains the text: 'Sexual Orientation & Gender Identity. The primary purpose for collecting sexual orientation and gender identity information is to ensure inclusivity and success for all students in our system. It is imperative, and a system goal, to provide safe places for all students to be affirmed in their identity and learn in an environment free from harassment and discrimination. In addition, this data will assist local colleges in providing services and creating programs and curriculum designed to support student success within the LGBTQIA+ community.'

Application Program Data

1. The **Application Program Data** tab displays. In the **Program Data section**, enter the following information:
 - **Effective Date:** Enter or accept the default value. If the entry is after the first day of the term, backdate the effective date to the first day of the term.
 - **Admit Term:** Enter or lookup.
 - **Academic Program:** Enter or lookup.
 - **Campus:** Once the Academic Program is selected, choosing a campus becomes available, defaulting to MAIN.
 - **Academic Load:** Defaults to Full-Time.
2. You do not need to enter the following information into the **Program Status section**:
 - **Program Action:** Defaults to "APPL"- Do not override this value.
 - **Action Reason:** This field is not required.
3. Enter the following information into the **Plan Data section**:
 - **Academic Plan:** Enter or lookup based on the information the student has provided.
 - **Sub-Plan:** The student will select the optional Sub-Plan from the college's paper application. Select the looking glass to enter the desired Sub-Plan.
4. Select the **Application Data** tab.

The screenshot shows the 'Add Application' form with the 'Application Program Data' tab selected. The form is divided into several sections:

- Biographical Details:** Includes tabs for Biographical Details, Regional, Personal, and Application Program Data (highlighted).
- Academic Information:** Academic Institution (Tacoma CC), Academic Career (Undergraduate), Application Number (00000000).
- Program Data:** Contains fields for Program Number (0), Admit Term (2207), Academic Program (ACADM), Academic Load (Full-Time), Effective Date (07/30/2020), Expected Graduation Term, and Campus (MAIN).
- Program Status:** Includes Status (Applicant), Program Action (APPL), Action Date (07/30/2020), Action Reason, Last Updated On, and Career Number (0).
- Plan Data:** Includes Academic Plan (LASDTAA) and Major (AA).
- Sub-Plan Data:** Includes Sub-Plan (ANTHROPOLC) and Spec.

At the bottom, there are buttons for Save, Notify, Refresh, Go, and Add.

Application Data

1. The **Application Data** tab displays. Enter the following information into the **Application Data** section:
2. **Application Center** (institution code): Enter or lookup.
3. **Admit Type**: Enter or lookup (FYR, INT, REA, RUN, TRF).
4. **Remaining fields**: Enter or select as required by local business process/policy.
5. Enter information into the **Additional Information** section as required by local business process/policy.

Add Application

Biographical Details | Regional | Personal | Application Program Data | **Application Data** | Application School/Recruiting | Additional Details

Academic Institution: Tacoma CC
Academic Career: Undergraduate
Application Number: 00000000

NEW

Application Data

*Application Center: W220 Applicant
*Admit Type: FYR First Yr
*Application Date: 07/30/2020
Academic Level:
*Created On: 07/30/2020
*Notification Plan: Regular Admission Decision
Application Method:
 Prior Application
 Previous Attendance
 Graduated early?
 Not Currently Attending School
 Electronic Signature
 Criminal Conviction
From Date:
To Date:

Additional Information

Housing Interest:
 Financial Aid Interest [Intl Student Health Coverage](#)

File Information

Complete Date: 07/30/2020
External Application Nbr:
Application Fee Information

Status:
Fee Type: Standard [Calculate Application Fees Item Summary](#)
[Display Errors / Warnings](#)

File Attachments

Attachments | Audit | [Previous: 1 of 1](#) | Next | View All

Application School/Recruiting

1. Information on the **Application School/Recruiting** tab is optional.

Add Application

Biographical Details | Regional | Personal | Application Program Data | Application Data | **Application School/Recruiting** >

Academic Institution: Tacoma CC
Academic Career: Undergraduate
Application Number: 00000000

NEW

School Information

Last School Attended: 000132741 Central Kitsap High School
Graduation Date: 06/16/1996
School Type: Secondary Proprietorship: Other
City: Silverdale State: WA Country: USA

Recruiting Information

Region:
From:
Primary Recruiter ID:
Assign Region From

Recruiting Categories

*Category:
Recruitment Sub-Category:
Description:
Group: + -

Recruiters

Recruiters Prompt:
Recruiters:
*Recruiter ID:
Recruiter Type:
Primary:
Transfer To: Education

- Information on the **Additional Details** tab is optional. To view the tab, select the arrow to the right of the Application School/Recruiting tab.

- After completing the required information on all tabs, select **Save**.

- Once the application entry has been saved, the updated **Biographical Details** page displays. Note the student's **ID** number has been assigned.

Biographical Details Add Application

Paul Klee 201698308 Names

Person Information

Date of Birth 01/01/1972 Birth Information Campus ID

Biographical History

*Effective Date 07/30/2020

*Marital Status Unknown As of 07/30/2020

*Sex Unknown

Legal Definition of Sex ?

National ID

Country	National ID Type	National ID	Primary
USA	Social Security Number	XXX-XX-XXXX	<input checked="" type="checkbox"/>

Contact Information

Addresses

Type	Phone	Ext	Country	Preferred
Mobile	806/555-1212			<input checked="" type="checkbox"/>

5. Process complete.

6. To matriculate the application, follow the [Matriculating an Applicant into a Student](#) QRG--or see next section below.

Matriculating an Applicant into a Student

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

- ZC AD App Entry
- ZC CC SOGI
- ZD AD App Entry
- ZD CC SOGI
- ZZ AD App Entry
- ZZ CC SOGI

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

Navigation: Student Admissions > Application Maintenance > Maintain Applications

Navigation: CS > Main Menu > ctcLink CS Staff Homepage > Admissions Processing (tile)> Processing Applications > Maintain Applications

1. The **Maintain Applications** search page displays.
2. Select the **Academic Institution**.
3. Enter additional **Search Criteria** to locate your applicant (Application Nbr, ID, National ID, Last Name/ First Name).
 - **Tip:** Deleting the "0" in the Application Program Nbr field will allow viewing all applications submitted by students.
 - Select the **Include History** check box--this also allows a processor to view an applicant's history.
4. Select **Search**.

Find an Existing Value

▼ **Search Criteria**

Application Nbr begins with

ID begins with 201297267

Academic Institution =

Academic Career begins with UGRD

Application Program Nbr =

Academic Program begins with

Admit Term begins with

Application Center begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History Correct History Case Sensitive

[Basic Search](#)

5. The **Biographical Details** tab displays. Select the **Application Data** tab.
6. In the **File Information** section, check the **Complete** box if the application is complete.
 - Checking the box will signal as complete in the student's Self-Service Center.
7. Enter the **Date** application is marked complete.
 - The **External Application Nbr** is populated when a student applies to the Online Admissions Application (OAAP).

Maintain Applications

Biographical Details | Addresses | Regional | Personal | Application Program Data | **Application Data** | Application School/Recruiting

Paul Klee 201698308
 Academic Institution Tacoma CC
 Academic Career Undergraduate
 Application Number 00157649

Application Data

*Application Center W220 Applicant *Admit Type FYR First Yr
 *Application Date 07/30/2020 Academic Level
 *Created On 07/30/2020 *Notification Plan Regular Admission Decision
 Prior Application Application Method
 Previous Attendance From Date
 Graduated early? To Date
 Not Currently Attending School
 Electronic Signature
 Criminal Conviction

Additional Information

Housing Interest Financial Aid Interest [Intl Student Health Coverage](#)

File Information **Application Fee Information**

Complete Date 07/30/2020 External Application Nbr
 Status Pending Calculate Application Fees
 Fee Type Standard [Item Summary](#)
[Display Errors / Warnings](#)

8. Select the **Application Program Data** tab.

Maintain Applications

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data

Paul Klee 201698308
 Academic Institution Tacoma CC
 Academic Career Undergraduate
 Application Number 00157649
 Career Number 0

Program Data

Program Number 0 *Effective Date 07/30/2020
 *Admit Term 2207 2020 FALL Effective Sequence 1
 *Academic Program ACADM ACADM Expected Graduation Term
 *Academic Load Full-Time *Campus MAIN Main
 Joint Program

Program Status

Status Applicant Action Date 07/30/2020
 *Program Action APPL Application Action Reason
 Last Updated On 07/30/2020 9:07:44PM By CTC_TMARTIN Evaluation

Plan Data

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA
Sub-Plan Data

*Sub-Plan ANTHROPOLO Anthropology Spec

Transfer To Education **Go**

9. The **Application Program Data** tab displays. In the **Program Data** section, select the **Add a New Row [+]** icon; this creates a new date-effective row.

- The **Academic Plan** that the student selected on their application (OAA or paper) will be populated in this field.

- The **Sub-Plan** (Optional Field) students selected on their application (OAA or paper) will be populated in this field.

The screenshot shows the 'Maintain Applications' interface. The 'Application Program Data' tab is active. The form contains the following information:

- Student Information:** Paul Klee, ID 201698308, Tacoma CC, Undergraduate.
- Application Information:** Application Number 00157649, Career Number 0.
- Program Data Table:**

Program Number	Effective Date	Admit Term	Academic Program	Academic Load	Expected Graduation Term	Campus	Status	Action Date	Action Reason
0	07/30/2020	2020 FALL	ACADM	Full-Time		MAIN	Applicant	07/30/2020	Evaluation
- Plan Data:** Academic Plan LASDTAA, Major AA.
- Sub-Plan Data:** Sub-Plan ANTHROPOLO, Spec.

10. The new effective-dated row displays.

If a student wants to enroll in the current term, the effective date for the MATR row must be before the term start date.

For example, a student applies for the fall term and is matriculated on 9/20/2016. The term start date is 9/19/2016, so this student would not be term activated and enrolled for fall. In this case, the student's application and matriculation should be backdated before 9/19/2016.

11. In **Program Action**, select "**MATR.**"

12. Select **Create Program**; this matriculates the applicant and creates the Student Program/ Plan--Academic Plan & Sub-Plan (Optional).

Maintain Applications

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee 201698308
 Academic Institution Tacoma CC Application Number 00157649
 Academic Career Undergraduate Career Number 0

Program Data 1 of 2

Program Number 0 *Effective Date 07/30/2020
 *Admit Term 2207 2020 FALL Effective Sequence 2
 *Academic Program ACADM ACADM Expected Graduation Term
 *Academic Load Full-Time *Campus MAIN Main
 Joint Program

Program Status

Status Active Action Date 07/30/2020
 *Program Action MATR Matriculation Action Reason
 Last Updated On 07/30/2020 9:07:44PM By CTC_TMARTIN Evaluation

Plan Data 1 of 1

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA

Sub-Plan Data 1 of 1

*Sub-Plan ANTHROPOLO Anthropology Spec

Transfer To Education

Biographical Details | Addresses | Regional | Personal | Application Program Data | Application Data | Application School/Recruiting | Application Student Response | Ad

13. The **Create Program** button grays out. Add a new effective dated row to reverse, update, or alter the Program Action.

Maintain Applications

Biographical Details | Addresses | Regional | Personal | **Application Program Data** | Application Data >

Paul Klee 201698308
 Academic Institution Tacoma CC Application Number 00157649
 Academic Career Undergraduate Career Number 0

Program Data 1 of 2

Program Number 0 *Effective Date 07/30/2020
 *Admit Term 2207 2020 FALL Effective Sequence 2
 *Academic Program ACADM ACADM Expected Graduation Term
 *Academic Load Full-Time *Campus MAIN Main
 Joint Program

Program Status

Status Active Action Date 07/30/2020
 *Program Action MATR Matriculation Action Reason
 Last Updated On 07/30/2020 9:32:59PM By CTC_TMARTIN Evaluation

Plan Data 1 of 1

*Academic Plan LASDTAA Academic Transfer AA DTA Major AA

Sub-Plan Data 1 of 1

*Sub-Plan ANTHROPOLO Anthropology Spec

Transfer To Education

14. Process complete.

 Check out the [9.2 Manually Add an Admissions Application for a New Student Video](#) for more information.

In addition, to access the most up-to-date query information, visit dataservicesmetalink.sbctc.edu.

Bypass an Address

 Sometimes, a student will provide a valid address that isn't recognized by Clean Address. This often happens when an apartment or home is under new construction. In cases where you've verified that a student's address is accurate and the address isn't recognized by Clean Address, **bypass Clean Address by following the steps listed below.**

The Clean Address database is updated every few months (with data from USPS), so colleges do not need to report addresses that are not recognized by Clean Address.

To view a table of invalid address error descriptions, visit the QRG [9.2 Update Address Information](#).

1. Enter the desired information into the following:
 - **Address 1** field
 - **Address 2** field (if applicable)
 - **City** field
 - **State** field
 - **Postal** field
 - **County** field
2. Select the **OK** button in the lower-left corner.

ctcLink CS Staff Homepage Add/Update a Person

Edit Address

Country United States [Change Country](#)

*Address 1

Address 2

Address 3

City

State Washington

Postal

County

[Clear](#)

- If the address is not verified as deliverable, a message box will appear at the top of the screen.
- In the message box, click **OK**.

cs-trd.peoplesoft-norprod-aws.ctclink.sbctc.edu says
Address is not verified as deliverable. Unable to save.

ctcLink - Sign In

ctcLink CS Staff Homepage New Window | F

Edit Address

Country United States [Change Country](#)

*Address 1

Address 2

Address 3

City

State Washington

Postal

County

[Clear](#)

- Above the Address 1 field, select the **Change Country** link.

ctcLink CS Staff Homepage Add/Update a Person

Edit Address

Country United States Change Country

*Address 1 1302 Quince St SE

Address 2

Address 3

City Olympia

State WA Washington

Postal 98501

County Thurston

OK Cancel

Clear

6. Select **USA** by scrolling or searching.

Look Up Country ×

[Help](#)

Country begins with

Description begins with

Search Clear Cancel [Basic Lookup](#)

Search Results

View 100 1-1 of 1

Country	Description
USA	United States

7. Select **OK** in the bottom-left corner.

ctcLink CS Staff Homepage Add/Update a Person

Edit Address

Country United States [Change Country](#)

*Address 1 1302 Quince St SE

Address 2

Address 3

City Olympia

State WA Washington

Postal 98501

County Thurston

[Clear](#)

8. The Address History page displays. Verify the address in the **Address History** panel.

9. Select **OK**.

Addresses Add/Update a Person

Address History

Address Type Home

Address History 1 of 1

Effective Date	Country	Status	Address	
01/01/1901	USA	Active	1302 Quince St SE Olympia, WA 98501 Thurston	Update Addresses Address Linkage

Updated By Keegan Young Updated 05/23/2019 10:26:37AM

10. The Addresses tab displays. Select **Save** in the lower-left corner.

< Addresses
Add/Update a Person

Biographical Details

Addresses

Regional

Personal

Francis Nidless XX290CS01 *

Current Addresses

1-1 of 1
View All

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home	1302 Quince St SE Olympia, WA 98501 Thurston	01/01/1901	Active	Xoan Hayes	02/09/2023 10:59:50AM	Edit/View Address Detail

Add Address

Effective Date: Status: Active

Country: United States

Address: [Edit Address](#) [Address Linkage](#)

Add Address Types

- Home
- Mailing
- Business
- Check
- Billing
- Other 2
- Tomporary
- Permanent
- Preferred
- Primary

* Active address exists
[Explain](#)

11. Process complete.