

Faculty Communication Awareness and Training - Centralia College

IMPORTANT INFORMATION FOR FACULTY – ACTION REQUIRED

ctcLink will launch in the middle of Winter quarter, during the week of Feb 8-12, 2021.

The first faculty-related ctcLink task is to help students get advised and registered for spring quarter in the new system.

Essential things to know:

1. In February, all students, faculty, and staff will receive a new ctcLink ID for the new registration and advising system. *This will replace your existing 910 number.*
2. You will need to complete training before you can activate your new ctcLink ID.
3. **Training is available now.**
 - Please contact your dean if you would like to get started.
 - All ctcLink Introductory training needs to be completed by January 29.
 - Please see the attached list for approximate completion times. Students will be sent messages about the new registration system starting December 4.

If you have questions about the new registration/advising system or required training, please reach out to any of the pilot faculty working on the faculty training plan:

Transitional Education	Corrections Education (GHEC, Cedar Creek, Green Hill)	Career and Technical Education (CTE)	Arts & Sciences
Lisa Spitzer Joe Burr Angie Kiehn (CC East) Kyle Sutton	Patricia Meirdiercks	Tara Boerner Georganne Copeland Amy Spain Betsy Lazo Bobby Burger	Atara MacNamara Carrie Johnson

ctcLink Training Courses for Faculty

[CF100 Faculty Self-Service](#)

Course description

This self-paced online Canvas course covers the basics of the ctcLink Faculty Center. Includes schedules, grade rosters, grading, contract information and searching for students.

Standard Learning Time

30 – 45 minutes

[ES100 Employee Self-Service](#)

Course description

The Employee Self Service module allows you to manage personal information, provide W-2 consent, and view payroll information.

Standard Learning Time

30 – 45 minutes

[CA100 Advisor Self-Service](#)

Course description

This course covers viewing your advisees, adding/sending/utilizing advisor notes, and submitting Student Alerts. The Advisor Center also covers the student center (from the faculty view), general information about students, advisee transfer credit and academic advisement reports.

Standard Learning Time

30 – 45 minutes