

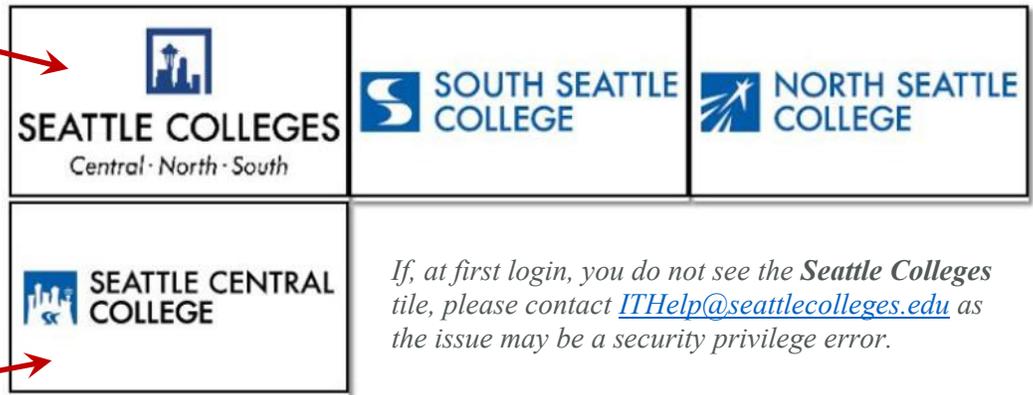
## Faculty Gateway Page

### What College Tiles Will I See?

When you first login to ctcLink, you'll be asked to select a tile based on your security permissions. Tiles are based on the college where (1) you are (or have been) an employee, (2) where you are (or have been) a student, and (3) where you have security permissions to access data. Below are the tiles you may see:

#### Seattle Colleges District:

All active Seattle Colleges employees should see this tile when first logging in. The tile access is automatically assigned when your employee record shows you are an active employee.



*If, at first login, you do not see the Seattle Colleges tile, please contact [ITHelp@seattlecolleges.edu](mailto:ITHelp@seattlecolleges.edu) as the issue may be a security privilege error.*

#### College Tiles:

You will see college-specific tiles if you have been given security permissions to specific colleges. Some faculty will see tiles for multiple colleges because they have been employed or are currently employed at more than one of the Seattle Colleges. They are then able to view student accounts, basic student information, or the class schedule at all of the visible colleges.

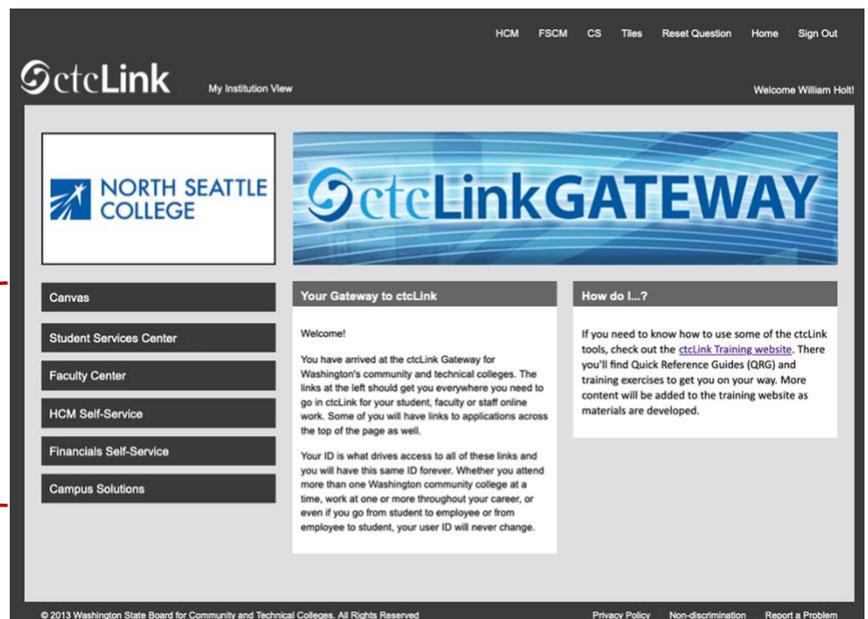
*Note: Once you are established in ctcLink these tiles may disappear and you will instead go straight to your gateway.*

### What Is My Gateway?

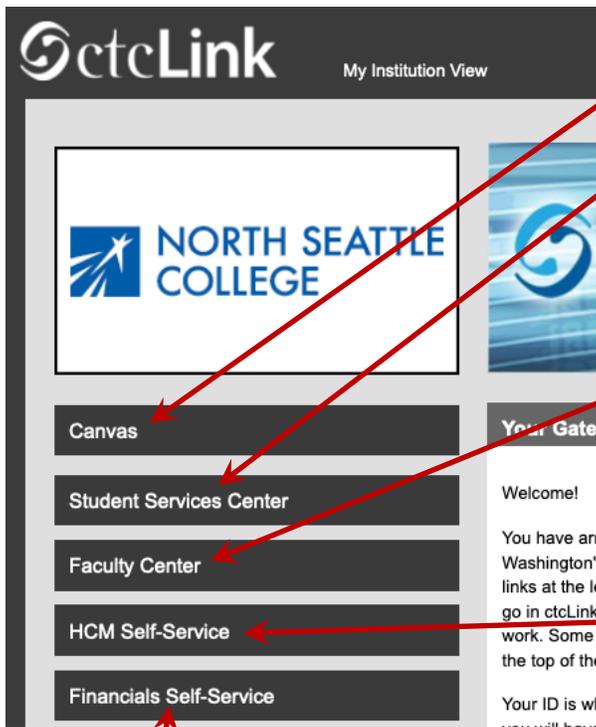
When you click on a tile, it will take you to your gateway page as shown at the right. Your gateway page is based on your role and contains a number of important application links that should get you everywhere you need to go in ctcLink to do your work online.

Most of these links are along the left side and appear as rectangular buttons (explained on next page).

Across the top of the page are additional links that also lead to applications. For faculty, most of these either connect to the same pages as the links along the left or they will be non-functional.



## What Applications Are in My Gateway



The following links appear in the sidebar at the left of the page:

**Canvas:** This link takes you directly to Canvas, our Seattle Colleges Learning Management System (LMS).

**Student Services Center:** This link appears if you have a record as a student, but may also show up for faculty. It allows you to look up any student but is not practically useful since it is not specific enough. Contacting students through either Canvas, [Starfish](#), or your Grade Roster (in Faculty Center) will be preferred by most faculty and is strongly recommended.

**Faculty Center:** This link will appear only for users who have an employee record as a full-time or part-time instructor. Faculty Center provides quick access to:

- View class rosters
- Enter final grades for students
- Contract info for Part-Time and Moonlight contracts.

**HCM Self-Service:** This link will appear for all users who have an employee record. The link takes you directly to Employee Self-Service and allows you to:

- View salary, taxes, and benefit information
- Request and report absences (vacation leave, sick leave, etc.)
- Update your personal information as an employee

**Financials Self-Service:** This link will appear for all users who have an employee record. The link takes you directly to the Financials Self-Service. This page is primarily for accessing travel and expense processes. Financials Self-Service allows you to:

- Request travel authorizations and report travel expenses
- Create miscellaneous expense reports
- View your expense and expense report history

**Advisor Center:** (Not shown) This link only appears for employees who have been assigned the Advisor role in the Instructor/Advisor table for their college. This role may be assigned to faculty who have a advisor-type responsibilities beyond that of regular faculty such as the Faculty Program Coordinator role. Advisor Center provides quick access to:

- Generate unofficial transcripts
- View Academic Advising Reports
- View What-If scenarios for students

**Campus Solutions:** (Not shown) This link appears if you have a Campus Solutions security role assigned. These are administrative roles such as room assignments, class assignments, financial aid, etc. Generally, for faculty, this link will refer them back to the Faculty Center.

*Hint: Some links do not open in a separate window and do not have a functioning back button. It is recommended that you open the links by right clicking and choosing "Open in New Window".*

Lastly, if you need additional information regarding ctclink, there is a link in the "How do I...?" section of the page that leads to the ctclink Quick Reference Guides available on the **ctclink Training Website**.

### How do I...?

If you need to know how to use some of the ctclink tools, check out the [ctclink Training website](#). There you'll find Quick Reference Guides (QRG) and training exercises to get you on your way. More content will be added to the training website as materials are developed.