In February 2022, LWTech will join the rest of Washington State Community and Technical Colleges in a new system for employee and student self-service. This new system, called LionsLink Powered by ctcLink, will change the way you do all your college business.

**General**

- Your Gateway always remains open on a separate tab. Don’t use the "Back" button, simply navigate to the desired tab.
- Watch this [Video](#) (16:19) produced by SBCTC on Basic Navigation.
- If you are having an issue of any kind [clear your cache](#)! This may remedy the error you are experiencing.

**Add to Favorites**

If you navigate to the same page regularly, you can add it to three different places (Homepage, NavBar, Favorites) for easy access.

**Homepage**

Below are the tiles you see when you enter a [pillar](#) (CS, HCM, FSCM).

You can create a new homepage with all your favorites and make it the default homepage, so it is immediately available when you enter a pillar.

**Helpful Hint!** When you add a Homepage you can note what pillar you are in by changing the Homepage name.
This is your **NavBar**. The number of visible icons will depend on the size of your screen and fonts. If you add more you will need to scroll down to see what is available.

The circle next to the **NavBar** let’s you Personalize it. You can add tiles or click on the red x in the circle to remove them. You can also drag and drop to reorder.

**Helpful Hint!**

*If you run a sequence of processes, add them as favorites and name them starting with the step number.*

The **My Favorites** star can be found on your **NavBar**. Link to edit your favorites is at the top, followed by all your favorites.

Unlike the drag and drop functionality of personalizing your **NavBar**, you need to enter a sequence number to reorder favorites.
SACR User Defaults

Navigation: NavBar → Navigation → Set Up SACR → User Defaults

**Tab 1** - Sets defaults for Academic Institution field, Term field, Career field, Academic Program field & others.

Your college code should already be filled in for Academic Institution *(WA260 - LWTech)*

Anything in the blue box can be set as a default: Academic Career, Academic Group, Subject Area, and Term. If you work with a particular instructional unit you can default to that unit and not have to see the other units when this is a selection option.

**Helpful Hint!**
If you do a lot of processing, set your term to your current term. Remember to change it when you need to process a new term.

**Tab 2** - Sets defaults for the setID field, Aid Year field, Application Center, Cashier's Office & More.

**Financial Aid:**
If you work with financial aid data you can default to the Aid Year you want.

Department allows you to default to one business Department – not advised right now.

If you work with admissions and focus on one type of applicant you can set it as default here.

**Helpful Hint!**
If you do alot of data entry, organize your data by a field you can default; enter that group, then set the next group.
**Tab 3** – Sets defaults for Admissions Application data

**Tab 4** - Set defaults for printing transcripts, including transcript output destination and transcript type, SEVIS processing, and award-notification printing.

**Helpful Hint!**
Don't forget to save each tab!

**Helpful Hint!**
Click on "Carry ID" to carry the current student's ID to the next screen.
**Personalize Your Homepage**

The 3 dots lets you edit the current homepage.

You can drag tiles in a different order, delete tiles, copy or move to a different Homepage.

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You will see the **Homepages** in the order they appear on the left sidebar. The top one is your default. Drag a Homepage’s name to change the order.

**Personalize a Page**

When you are on a page that allows for personalization you will see the option in the right hand corner.

To personalize, navigate to the desired page. Click on "**Personalize Page**" from the upper right corner of your screen then, select your options by checking the appropriate boxes.

If you do a lot of data entry, change the order of the tabs to your preference. You can skip fields you do not use, or change the order you like to enter data.
Change the order of fields displayed

You can change the order of fields in a data grid. For example, this class permission data has a number of fields. Not all are necessary when granting the permission.

The comment field at the end is very important.

When you see the multiple tabs and the “show all columns” button you can click on the Personalize link.

You will see the list of fields. You can reorder fields or put specific ones at the top, in the order that is best for you.

Helpful Hint!
The name of the tab or what will be displayed in it cannot be changed.
Save a Search  If you use the same search parameters each time you search in a page, you can save that search criteria, name it, and use the saved search when needed instead of filling out all the information each time.

Multiple person records

If you are working with a long list of people on a PeopleSoft component, rather than searching every time, you can use the “in” condition to fetch all the records at one time. Then you can go down the list or use the next record.
**Search Match**
Always SEARCH before you create a new record. Always use Search Match. Duplicate students must be sent to SBCTC and is a manual and time-consuming process.

**Navigation:**

NavBar → Navigator → Campus Community → Personal Information(student)→ Search/Match

In the Search Type field, select **Person**

In the Search Parameter field, select **"PSCS_TRADTIONAL"**

**Helpful Hint!**
Always use **Search/Match** before creating a new record!

You can save your search to either the Homepage, NavBar, or to your Favorites!
You can search on as few as 3 characters

**Multiple Windows**
You can open a second instance of PeopleSoft in a different browser, or you can open a second window.