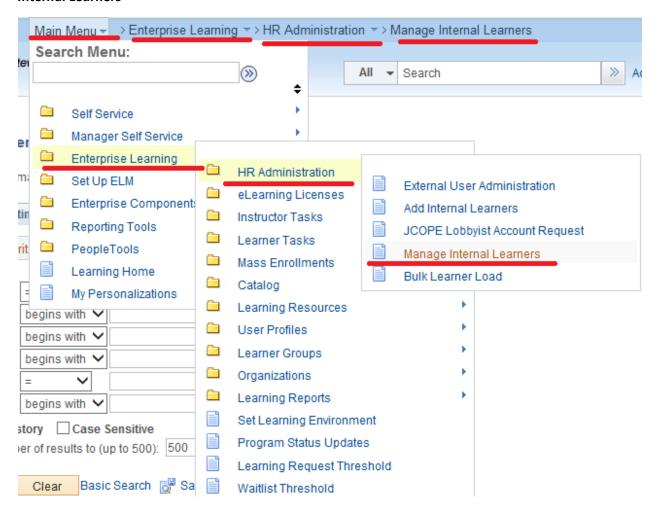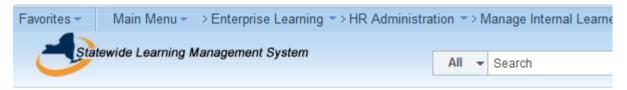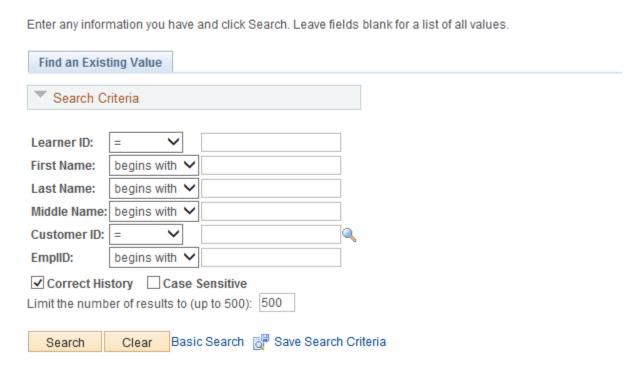Once you're logged into SLMS, go to *Main Menu > Enterprise Learning > HR Administration > Manage Internal Learners*

Enter the Learner information

Favorites ▾ | Main Menu ▾ > Enterprise Learning ▾ > HR Administration ▾ > Manage Internal Learne

Statewide Learning Management System

All ▾ | Search

Manage Internal Users

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Learner ID: [=] [_____]
First Name: [begins with ▾] [_____]
Last Name: [begins with ▾] [_____]
Middle Name: [begins with ▾] [_____]
Customer ID: [=] [_____] 🔍
EmplID: [begins with ▾] [_____]

☑ Correct History ☐ Case Sensitive
Limit the number of results to (up to 500): [500]

[Search] [Clear] Basic Search 🔲 Save Search Criteria
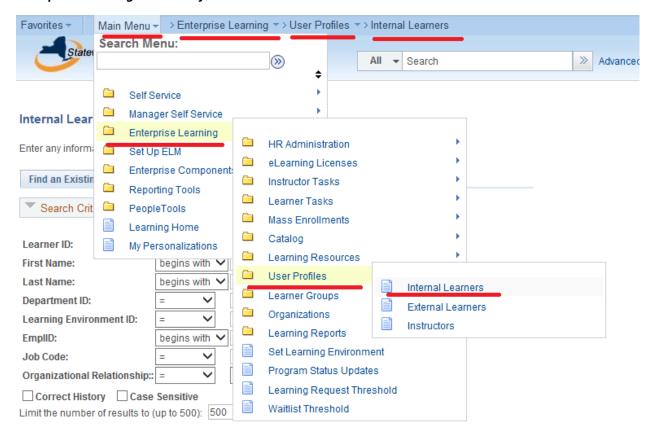
On the Job Data tab, there will be three new fields: *RA for Supervisors*, *Language Access* and *RA Public*.
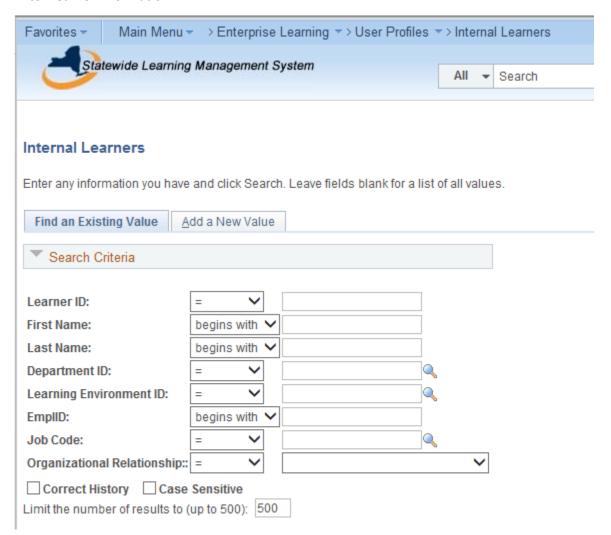
If the Learner is a Supervisor, enter "Y" in the *RA for Supervisors* field (because all supervisors are required to take the Series). If the Learner is a non-supervisor but required to take RA for the Public, enter "Y" in the *RA Public* field. If the Learner is a supervisor or non-supervisor required to take Language Access, enter "Y" in the *Language Access* field. Click *Save* when completed.

Job Type: Primary
Full/Part Time: Full-Time

Seniority Date:
Site Manager:
Learning Environment ID   1089

Department:
Job Title:

Attorney ID: *Active: Y   Shift:
Bureau/Division:
Section/Unit: Excluded: N
Manager:
Staff Category: RA for Supervisors: Y
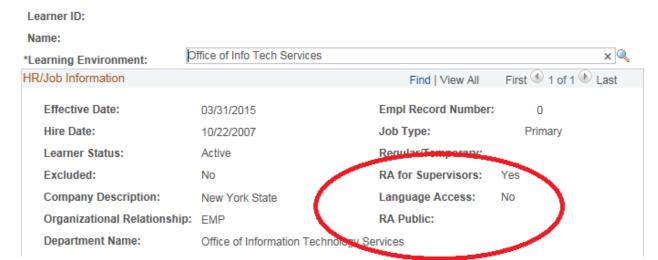Discipline: Language Access: N
          RA Public:

Hire Date: 10/22/2007

You can view whether the update to the Learner has been successful by then going to *Main Menu > Enterprise Learning > User Profiles > Internal Learners*
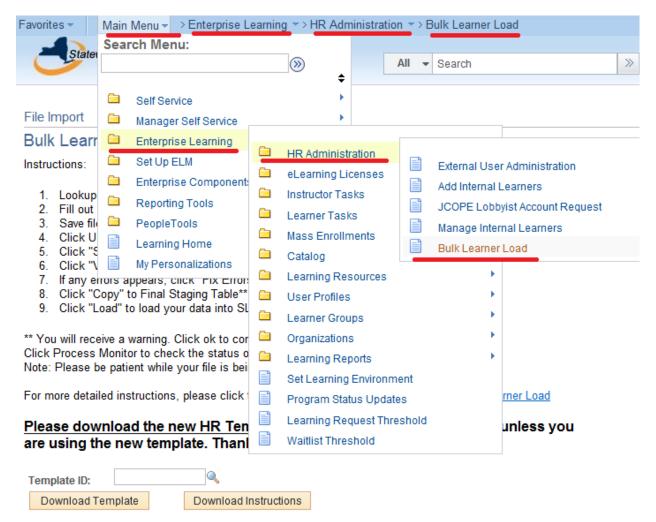
Enter Learner information

Internal Learners

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Learner ID:	=	
First Name:	begins with	
Last Name:	begins with	
Department ID:	=	
Learning Environment ID:	=	
EmplID:	begins with	
Job Code:	=	
Organizational Relationship::	=	

☐ Correct History   ☐ Case Sensitive
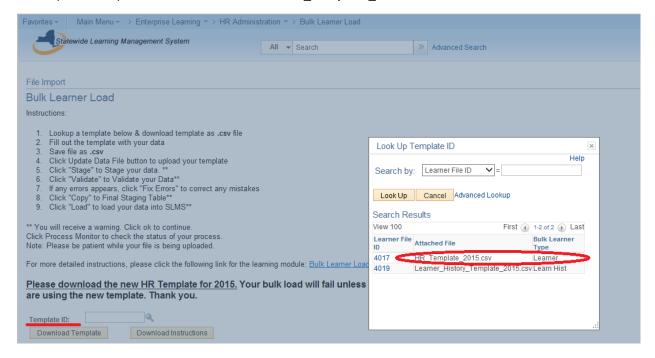Limit the number of results to (up to 500): 500

On the HR Job Data tab, the **RA for Supervisors** field will show "Yes" if the Learner is a Supervisor, the **RA Public** field will be blank and the **Language Access** field will show "No" if the Learner does not interact with the public.

Learner ID:	
Name:	
*Learning Environment:	Office of Info Tech Services

HR/Job Information   Find | View All   First ◀ 1 of 1 ▶ Last

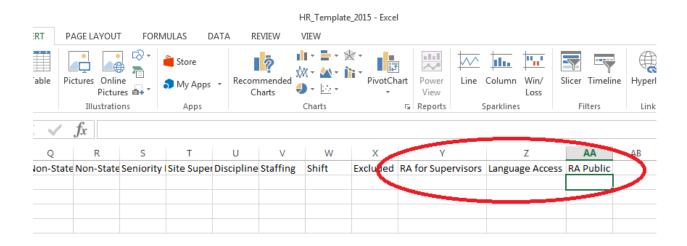|			
Effective Date:	03/31/2015	Empl Record Number:	0
Hire Date:	10/22/2007	Job Type:	Primary
Learner Status:	Active	Regular/Temporary:	
Excluded:	No	RA for Supervisors:	Yes
Company Description:	New York State	Language Access:	No
Organizational Relationship:	EMP	RA Public:	
Department Name:	Office of Information Technology Services		

The Bulk Learner Load process will be the same as it has been. However, the *HR_Template_2015.csv* template will have the inclusion of three new fields: ***RA for Supervisors, RA Public,*** and ***Language Access***. First, begin the Bulk Learner Load process by going to ***Main Menu > Enterprise Learning > HR Administration > Bulk Learner Load***

Look up the Template ID and then Download *HR_Template_2015.csv*

Save the file to your computer, open the file in Excel and input the Learner information. If the Learner is a Supervisor, enter "Y" in the **RA for Supervisors** field (because all supervisors are required to take the Series). If the Learner is a non-supervisor but required to take RA for the Public, enter "Y" in the **RA Public** field. If the Learner is a supervisor or non-supervisor required to take Language Access, enter "Y" in the **Language Access** field. Click **Save** when completed.

Proceed with uploading the data file and continuing through Bulk Learner Load process.

File Import

Bulk Learner Load

Instructions:

1. Lookup a template below & download template as **.csv** file
2. Fill out the template with your data
3. Save file as **.csv**
4. Click Update Data File button to upload your template
5. Click "Stage" to Stage your data. **
6. Click "Validate" to Validate your Data**
7. If any errors appears, click "Fix Errors" to correct any mistakes
8. Click "Copy" to Final Staging Table**
9. Click "Load" to load your data into SLMS**

** You will receive a warning. Click ok to continue.
Click Process Monitor to check the status of your process.
Note: Please be patient while your file is being uploaded.

For more detailed instructions, please click the following link for the learning module: Bulk Learner Load

Please download the new HR template. Your bulk load will fail unless you are using the new template. Thank you.

Template ID: 1249 🔍   HR_Template_2014.csv

Download Template   Download Instructions

Upload Data File