



### Agency SLMS Administrator Permissions Request Form

Complete one form for each Administrator and submit to wodu@goer.ny.gov.  
In order to be a Primary Administrator, you must first complete SLMS Primary Administrator Training. You may be provided with Secondary Admin

Agency/Organization Name:	Agency Code:	Date:
Facility Name (if applicable):		
Employee Name:		
NYS Employee ID (e.g. N No.):	Employee Email:	
Is the employee new to the agency?    Yes    No		

Administrator Roles			Other Roles			Agency Specific Roles		
Add	Delete		Add	Delete		Add	Delete	
<input type="checkbox"/>	<input type="checkbox"/>	Primary Admin.	<input type="checkbox"/>	<input type="checkbox"/>	HR Learner Load	<input type="checkbox"/>	<input type="checkbox"/>	View Only
<input type="checkbox"/>	<input type="checkbox"/>	Secondary Admin.	<input type="checkbox"/>	<input type="checkbox"/>	Learner History (Bulk) Load	<input type="checkbox"/>	<input type="checkbox"/>	DOH Training Admin.
<input type="checkbox"/>	<input type="checkbox"/>	Support Admin.	<input type="checkbox"/>	<input type="checkbox"/>	EKB License	<input type="checkbox"/>	<input type="checkbox"/>	Query Security

**Multiple Learning Environments:** If you need to administer multiple learning environments for your agency, please indicate all the learning environments desired.

**Employee must sign off on the following language:** *I understand that I am responsible for the preservation, privacy, and security of the data in my possession and shall not use this information for any purpose other than to perform the functions of the role I have been assigned to.*

**Employee Signature:** \_\_\_\_\_  
(For Signature: Use Adobe Acrobat Fill & Sign draw tool, Configure a Digital ID, or handwritten signature and then scan document)

Justification: (optional)

#### Agency Sign-Off

Agency Authorization required. (Must be Director of Human Resources, Director of Training, or equivalent)

<b>Name:</b>	<b>Title:</b>
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<b>Email Address:</b>	<b>Telephone No.:</b>
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**Signature:** \_\_\_\_\_  
(For Signature: Use Adobe Acrobat Fill & Sign draw tool, Configure a Digital ID, or handwritten signature and then scan document)

## Description of Administrator Roles

### Primary Administrator

The Primary Administrator has access to full range of administrator tasks in SLMS including the highest level of catalog oversight:

- Maintain Courses (create, modify)
- Maintain Delivery Methods (create, modify)
- Maintain Classes (create, modify)
- Maintain Programs (create, modify)

### Secondary Administrator

The Secondary Administrator can do all the tasks associated with the Support Administrator plus some additional tasks:

- Maintain Classes (create, modify)
- View All Learning
- View User Profiles (Learners, Instructors)
- Maintain Approvals
- Review Mass Enrollments Requests
- Maintain Learning Plans (create, modify, delete)
- Learner Transcripts
- Create Custom/Ad Hoc Reports

### Support Administrator

The Support Administrator can enroll learners, manage rosters, set up learning classes, and runs various reports:

- Perform Learner Tasks
- Schedule Learner Resources
- Generate Reports
- Create a Class with Quick Create Form
- Add Supplemental Learning
- View and Submit Learning Requests
- Enroll Learners
- Send Ad Hoc Notifications
- Use Rosters to Manage Enrollment Records
- Manage Buildings and Rooms

### Empire KnowledgeBank License Administrator

The Empire KnowledgeBank (EKB) License Administrator manages the EKB licenses for their agency and assigns licenses to agency employees through SLMS.

### HR Learner Load & Learner History (Bulk) Load

There are two different HR Administrator roles in SLMS. The HR Administrator role allows an administrator to add new employees to SLMS and update employee data that originates with the agency's human resources department. The Learner History Bulk Load role allows an administrator to load learner history into SLMS that does not otherwise exist in the SLMS. These roles can be given individually or together—it is up to the discretion of the agency.

### Query Security

The Query Viewer role allows users to run existing public and private queries. This role does not allow the creation of new queries, private or public.

### Viewer Only

SLMS users with the View Only role can view the All Learning pages of employees in their agency. Users with this role are restricted to read only access and cannot view additional information concerning agency employees.

### DOH Administrator

The DOH Administrator can enroll learners in training, approve training, view training history and certifications, and view DOH queries for people in their Learning Environment.