



Agency SLMS Administrator Request Form

(Please complete one form for each administrator)

Please note that in order to be a Primary Administrator, you must first complete SLMS Administrator Training

Agency/Organization Name:		Date:	
Facility Name (if applicable):			
Employee Name:			
NYS Employee ID (N#):		Employee Email:	
Fax Number:		Employee Telephone Number:	
Please check administrator role	<input type="checkbox"/> Primary*	<input type="checkbox"/> Secondary	<input type="checkbox"/> Support
Please check HR administrator role	<input type="checkbox"/> HR Administrator	<input type="checkbox"/> Learner History Bulk Load	
Please check eLearning License role	<input type="checkbox"/> EKB License	Please check Query role	<input type="checkbox"/> Query Viewer
Agency Specific Roles	<input type="checkbox"/> DOH Training Admin	<input type="checkbox"/> TRINFO Admin (TOA)	<input type="checkbox"/> Tax View Only
If you need to administer multiple learning environments for your agency, please indicate all the learning environments desired.			
<p>Employee must sign off on the following language: <i>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.</i></p> <p>Employee Signature: _____</p>			
Agency Sign-Off			
Agency Authorization required. (Must be Director of Human Resources or equivalent)			
Name:		Title:	
Email Address:		Telephone Number:	
Signature: _____			

SLMS Use Only Received on __/__/__ Completed on __/__/__
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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 & Rooms

EKB License Administrator

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

HR Administrator & 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 Viewer

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.