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I. Overview

Notifications are messages that the system sends to learners, instructors, managers and administrators to provide them with reminders or alert them to changes to aspects of the system that might affect them. There are 61 active notifications in the Statewide Learning Management System (SLMS). These 61 notifications fall into different notification categories.

This document provides an overview of:

- Different variables used in each notification template.
- Notification events.
- Notification templates.

II. Template Variables

Below is the list of variables available for use based on Notification Category. Template variables are used within the subject or message text. The following additional variables can be used in any template: %Date, %DateTime, %Time, %ServerTime, %EmailAddress, %NotificationPriority, %NotificationToList, %NotificationCCList.

Variable Name	Description	Notification Category
%ACT_CODE	Class Code	Enrollment, Catalog, Learning Request
%ACT_CODES	Class Code	Calendar
%END_DT	Class End Date	Catalog
%ACT_NOTES	Class Notes	Enrollment
%ST_DT	Class Start Date	Catalog
%ACT_TITLE	Class Title	Catalog
%ADMIN_APPR_URL	Administrator Approvals URL	Enrollment, Certification
%APPR_DISP_NAME	Administrator Display Name	Certification, Learning Request
%ADM_FIRST_NAME	Administrator First Name	Learning Request
%ADMIN_NAME	Administrator Name	Calendar
%APPR_DISP_NAME	Approver Display Name	Enrollment, Certification
%APPR_FIRST_NAME	Approver First Name	Enrollment, Supplemental, Certification
%APPR_LAST_NAME	Approver Last Name	Enrollment, Supplemental, Certification
%REF_URL	Associated URL	Enrollment, Supplemental, Certification, Learning Request
%CI_LONG_NAME	Course Long Name	Enrollment, Catalog, Learning Request
%CITY	City	Enrollment
%CONTACT_EMAIL	Contact Us Email	Enrollment, Supplemental, Certification
%CI_COURSE_CODE	Course Code	Catalog
%DEL_TYPE	Delivery Type	Enrollment, Catalog, Learning Request
%END_DT	End Date	Enrollment, Supplemental
%ENR_EXP_DT	Enrollment Expiration Date	Catalog
%ENROLL_ID	Enrollment ID	Enrollment
%ENROLL_STS	Enrollment Status	Enrollment
%EQUIV_ACTS	Equivalent Classes	Supplemental
%EQUIV_OBJVS	Equivalent Objectives	Supplemental
%EQUIV_PROGS	Equivalents Programs	Supplemental
%EXP_DT	Expiration Date	Certification
%FACILITY	Facility	Enrollment
%LAST_DROP_DT	Last Permitted Drop Date	Enrollment
%LRNR_DISP_NAME	Learner Display Name	Enrollment, Supplemental, Certification, Learning Request
%LRNR_FIRST_NAME	Learner First Name	Enrollment, Supplemental, Learning Request
%LRNR_LAST_NAME	Learner Last Name	Enrollment, Supplemental, Certification
%LRN_HOME_URL	Learning Home URL	Learning Request
%TRN_TYPE	Learning Type	Supplemental
%MIN_ENRLMT	Minimum Enrollment	Catalog
%ENR_FAIL	Number of failed enrollments	Enrollment, Certification
%NBR_LRNRS	Number of Learners	Catalog
%SEATS_REQ	Number of seats requested	Learning Request
%ENR_SUCCESS	Number of successful enrollments	Enrollment, Certification

Variable Name	Description	Notification Category
%WAITLIST_EXCS	Number waitlisted in excess of threshold	Learning Request
%PRG_CODE	Program Code	Certification
%PRG_LONG_NAME	Program Long Name	Certification
%PRG_REG_ID	Program Registration ID	Certification
%STATUS	Program Status	Certification
%PRG_TYPE	Program Type	Certification
%REASON	Reason	Enrollment
%REASON_CODE	Reason Code	Certification
%RECERT_DT	Recertification Date	Certification
%COMMENTS	Related Comments	Enrollment
%REQ_DISP_NAME	Requester Display Name	Enrollment, Certification
%REQ_FIRST_NAME	Requester First Name	Enrollment, Certification
%REQ_LAST_NAME	Requester Last Name	Enrollment, Certification
%ROOM	Room	Enrollment
%SESS_END_DT	Session End Date	Enrollment, Catalog
%SESS_END_TM	Session End Time	Enrollment, Catalog
%SESS_INFO	Session Info Block	Catalog
%SESS_LOC	Session Location	Catalog
%SESS_ST_DT	Session Start Date	Catalog
%SESS_ST_TM	Session Start Time	Catalog
%ST_DT	Start Date	Enrollment, Supplemental
%STATE	State	Enrollment
%TARGET_COMP_DT	Target Completion Date	Enrollment, Certification
%TIME_ZONE	Time Zone	Enrollment
%TIMEZONE	Time Zone	Catalog
%TRN_NAME	Training Name	Supplemental
%WAITLIST_ID	Waitlist ID Number	Enrollment
%WARN_DAYS	Warning Period Days	Catalog

III. Notification Categories

Notifications that are sent SLMS fall into one of six categories. These system delivered notifications inform learners, managers, instructors, and administrators about different events that occur within SLMS. Below is a list of all current notifications used by SLMS divided by notification category.

A. Calendar Notification

Template Name: LM_CALENDAR

Description: Process Calendar

Trigger: When the Process Calendar batch process fails, Administrators are notified for their Class.

Subject: Process Calendar Batch Failure Notice

Message Text:

Dear %ADMIN_NAME,

The Process Calendar batch process failed to publish and mark learner calendars for your Class.

Class code list:

%ACT_CODES

You may submit the Process Calendar process to run manually. The system will process all the records in the batch file.

Please do not respond to this notification.

Thank you

B. Catalog Notifications

Template Name: LM_ACT_MINEN

Description: Class Minimum Enrollment

Trigger: When the Minimum Enrollment is not met for a Class.

Subject: Minimum Enrollment not met for Class %ACT_CODE - %CI_LONG_NAME

Message Text:

The Minimum Enrollment of %MIN_ENRLMT learners was not met for Class %CI_LONG_NAME (%ACT_CODE). The Class is scheduled to start %ST_DT.

Template Name: LM_CS_CI_UPDATE

Description: Course Update

Trigger: Used in notifying the owner of a Course when it has been updated

Subject: Course %CI_COURSE_CODE has been updated

Message Text:

Course %CI_COURSE_CODE, %CI_LONG_NAME, has been updated.

Template Name: LM_ACT_INST_RMNR

Description: Class Start Reminder – Instructor

Trigger: Reminds Class instructors that the Class is scheduled to start soon.

Subject: Class Start Reminder for %CI_LONG_NAME, %ACT_CODE

Message Text:

This is a reminder for your upcoming class.

Course: %CI_LONG_NAME

Class Code: %ACT_CODE

Start Date: %ST_DT

End Date: %END_DT

---Session Information---

%SESS_INFO

Number of Learners: %NBR_LRNRS

Reasonable accommodations are available, upon request, in all aspects of state training, consistent with the Americans with Disabilities Act and the New York

State Human Rights Law, to ensure that every individual is able to gain maximum benefit from the training experience.

If you require a reasonable accommodation to participate in this training, contact your training office.

Please do not respond to this email. If you have any questions, you may contact SLMSHelpdesk@its.ny.gov.

Thank you.

Statewide Learning Management System

Template Name: LM_ACT_INST_SCHED

Description: Class Scheduled for Instructor

Trigger: An Instructor is assigned to teach a session for a learning class.

Subject: New Class Scheduled for %CI_LONG_NAME, %ACT_CODE, %ST_DT

Message Text:

The following class has been added to your schedule.

Course: %CI_LONG_NAME

Class Code: %ACT_CODE

Start Date: %ST_DT

End Date: %END_DT

---Session Information---

%SESS_INFO

Reasonable accommodations are available, upon request, in all aspects of state training, consistent with the Americans with Disabilities Act and the New York State Human Rights Law, to ensure that every individual is able to gain maximum benefit from the training experience.

If you require a reasonable accommodation to participate in this training, contact your training office.

Please do not respond to this email. If you have any questions, you may contact SLMSHelpdesk@its.ny.gov.

Thank you.

Statewide Learning Management System

Template Name: LM_ACT_LRNP

Description: Learning Period Expiration

Trigger: When the number of days before the learning period end date has been met as defined in the Send Warning field on the Class Details page, or when the class end date has been met, as defined on the Class Details page, whichever comes first.

Subject: Reminder: The learning period for the Class %CI_LONG_NAME will expire in %WARN_DAYS day(s).

Message Text:

This is a notification to remind you that the learning period for:

Class Title: %CI_LONG_NAME

Class Code: %ACT_CODE

Will expire in: %WARN_DAYS day(s).

Please complete this learning Class by %ENR_EXP_DT.

Please do not respond to this notification. If you have any questions, you may contact SLMSHelpdesk@its.ny.gov.

Thank you.

Statewide Learning Management System

Template Name: LM_ACT_RMNR

Description: Class Start Reminder

Trigger: The current date is either equal to the class reminder date or to the Start Date minus the reminder days, depending on how you set it up in the Start Reminder group box on the Class Details page.

Subject: Class Start Reminder for %CI_LONG_NAME, %ST_DT

Message Text:

Class Reminder:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Start Date: %ST_DT

---Session Information---

%SESS_INFO

In the event you are unable to participate, you must drop your enrollment online.

Reasonable accommodations are available, upon request, in all aspects of state training, consistent with the Americans with Disabilities Act and the New York State Human Rights Law, to ensure that every individual is able to gain maximum benefit from the training experience.

If you require a reasonable accommodation to participate in this training, contact your training office.

Please do not respond to this email. If you have any questions, you may contact SLMSHelpdesk@its.ny.gov.

Thank you.
Statewide Learning Management System

C. Certification Notifications

Template Name: LM_LECR_CERT_EXPIRE

Description: New Program Requirement Expire

Trigger: A Program's requirements have changed and the Update check box is selected before the program is saved.

Subject: New Program Requirement - %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

New program requirements have been added to "%PRG_LONG_NAME." The new requirements must be completed along with the existing requirements for the program. More details about these requirements are available on your My Learning page: %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_LECR_CERT_EXPR

Description: Expire Cert Notification

Trigger: An administrator changes the status of a certification to Expired or the current date is equal to the end of the grace period.

Subject: Expiration Notification for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The following certification program has expired:

Program: %PRG_LONG_NAME

For: %LRNR_DISP_NAME

Program code: %PRG_CODE

Expired on: %EXP_DT

You can regain certified status by completing a recertification program by %RECERT_DT.

You can find and register for the re-certification program from your My Learning page %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_LECR_CERT_ISSUE

Description: Issue Certification

Trigger: An administrator issues a certification using a status of Complete.

Subject: The certification for %PRG_LONG_NAME has been issued to %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The certification for %PRG_LONG_NAME has been issued to %LRNR_DISP_NAME. You may go to your learning home page to review the program details.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_LECR_CERT_REISSUE

Description: Reissue Certification

Trigger: An administrator reissues a certification using a status of Reissue.

Subject: The certification for %PRG_LONG_NAME has been reissued to %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The certification for %PRG_LONG_NAME has been reissued to %LRNR_DISP_NAME. You may go to your learning home page to review the program details.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_LECR_CERT_REVOKE
Description: Certification Revocation
Trigger: An administrator changes the status of a certification to Revoked.

Subject: The Program %PRG_LONG_NAME has been set to Revoked for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The Program "%PRG_LONG_NAME" has been set to a status of Revoked. The reason given was "%REASON_CODE". The action was taken by %ADMIN_DISP_NAME.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_LECR_CERT_UPDATE
Description: New Program Requirement Update
Trigger: An administrator updates the requirements of a certification and selects the option to update the learner's certification record.

Subject: New Program Requirement Updates for Program - %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

New program requirements have been added to the "%PRG_LONG_NAME" program. More details about these requirements are available on your "My Learning" page.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_LECR_CERT_WAIVER

Description: Waive Certification

Trigger: An administrator changes the status of a certification to Waived, or adds new supplemental learning for a certification.

Subject: The Program "%PRG_LONG_NAME" has been set to Waived status for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The Program "%PRG_LONG_NAME" has been added to the learning history of %LRNR_DISP_NAME with a status of Waived.

The reason given was %REASON_CODE.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_LECR_CERT_WARNING

Description: Certification Warning

Trigger: An administrator or the system changes the status of a certification to Warning.

Subject: Certification Expiration Warning for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The certification %PRG_LONG_NAME for %LRNR_DISP_NAME will expire soon. Please review the requirements for this program and take actions as needed.

Details for this certification can be viewed at the following: %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_LECR_COMP_RMNDR

Description: Certs Completion Reminder

Trigger: The current date is equal to learner's target completion date minus the number of days set in Completion Warning Period field on the Program Details page.

Subject: Completion Reminder for Program - %PRG_LONG_NAME
for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This is to remind you that you have an upcoming deadline for the following certification:

Program: %PRG_LONG_NAME

Program code: %PRG_CODE

Target completion date: %TARGET_COMP_DT

If you fail to complete all requirements by the Target Completion Date, your registration will be marked 'Incomplete.'

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_LECR_COORD_RMNDR

Description: Coordinator Notification

Trigger: The administrator assigns the instructor as a coordinator for a program.

Subject: Assignment Notification for Program - %PRG_LONG_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This is to inform you that you have been assigned as a coordinator for the following %PRG_TYPE:

Program: %PRG_LONG_NAME

Program code: %PRG_CODE

Please refer to your Program Schedule page for more information.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_LECR_EXPR_RMNDR

Description: Certs Expiration Reminder

Trigger: The current date is equal to learner's certification expiration date minus the number of days set in Expiration Warning Period field on the Program Details page.

Subject: Expiration Reminder for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This is to remind you that your certification will soon expire:

Program: %PRG_LONG_NAME

Program code: %PRG_CODE

Expiration date: %EXP_DT

You can find and register for the re-certification program from your My Learning page %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_LECR_RECERT_RMNDR

Description: Re-Certs Expiration Reminder

Trigger: When the recertification deadline is reached, a notification is sent to all Learners registered for the Program.

Subject: Re-Certification Eligibility Reminder for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This is to remind you that you have an upcoming deadline for re-certification.

Program: %PRG_LONG_NAME

Program code: %PRG_CODE

Re-Certification Deadline: %RECERT_DT

If you fail to complete an appropriate recertification program by the deadline, you will no longer be certified.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_LRNR_UNSUCC_PROGRAM

Description: Program Unsuccessful – Learner

Trigger: Administrator processes a mass enrollment request, and the Notify Learner option was selected on the Enroll Learners - Mass Enrollment page during mass enrollment.

Subject: Unsuccessful Registration in %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

Your registration was unsuccessful in the following Program:

Program: %PRG_LONG_NAME

Type: %PRG_TYPE

Program Code: %PRG_CODE

Due to: %REASON_CODE

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_MASS_RQSTR_PROGRAMS

Description: Program Success – Requester

Trigger: Administrator processes a mass enrollment request, and the Notify Requester option was selected on the Mass Enrollment page during mass enrollment.

Subject: Registration Results for %PRG_LONG_NAME

Message Text:

Dear %REQ_DISP_NAME,

This is to notify you of the results of your mass enrollment request in the

following Program:

Program: %PRG_LONG_NAME

Type: %PRG_TYPE

Program Code: %PRG_CODE

Total successful registrations: %ENR_SUCCESS

Total unsuccessful registrations: %ENR_FAIL

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_REG_COMP

Description: Registration Complete

Trigger: Learner completes the program.

Subject: Completion Notification for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This notification confirms your completion of the following %LM_PRG_TYPE:

Program: %PRG_LONG_NAME

Program Code: %PRG_CODE

Confirmation number: %PRG_REG_ID

Registration Status: %STATUS

Your learning history has been updated to reflect this accomplishment. You can see more completion details on your My Learning page %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_REG_CONF

Description: Program Registration Confirmation

Trigger: A learner, manager, or administrator registers learner for a program and learner is successfully registered.

Subject: Registration Confirmation for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This notification confirms your registration in the following %PRG_TYPE:

Program: %PRG_LONG_NAME

Program Code: %PRG_CODE

Confirmation number: %PRG_REG_ID

Registration Status: %STATUS

You can see more details about this %PRG_TYPE on your My Learning page %REF_URL.

Reasonable accommodations are available, upon request, in all aspects of state training, consistent with the Americans with Disabilities Act and the New York State Human Rights Law, to ensure that every individual is able to gain maximum benefit from the training experience.

If you require a reasonable accommodation to participate in this training, contact your training office.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_REG_DENIED

Description: Program Registration Denied

Trigger: An approver denies a registration.

Subject: Registration Denied for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

Your registration in the following %PRG_TYPE program has been denied:

Program: %PRG_LONG_NAME
Program Code: %PRG_CODE

Confirmation number: %PRG_REG_ID
Registration Status: %STATUS

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_REG_DROP
Description: Program Registration Drop
Trigger: A learner, manager, or administrator drops a program registration.

Subject: Registration Dropped for %PRG_LONG_NAME for %LRNR_DISP_NAME
Message Text:

Dear %LRNR_DISP_NAME,

Your registration in the following %PRG_TYPE program has been dropped:

Program: %PRG_LONG_NAME
Program Code: %PRG_CODE

Confirmation number: %PRG_REG_ID
Registration Status: %STATUS

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_REG_INCO
Description: Registration Incomplete
Trigger: Learner fails to complete the certification prior to the target completion date and learner is marked incomplete.

Subject: Program Incomplete Notification: %PRG_LONG_NAME for %LRNR_DISP_NAME
Message Text:

Dear %LRNR_DISP_NAME,

This is to notify you that your status for the following %PRG_TYPE Program is

now INCOMPLETE as you did not complete it by the due date.

Program: %PRG_LONG_NAME
Program Code: %PRG_CODE

Confirmation number: %PRG_REG_ID
Registration Status: %STATUS

You can see more details about this %PRG_TYPE program on your My Learning page: %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_REG_PEAP_LRNR

Description: Program Registration Approval

Trigger: Learner registers for the program and the program requires approval.

Subject: Registration Pending Approval for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

Your registration for the following %PRG_TYPE is pending approval:

Program: %PRG_LONG_NAME
Program Code: %PRG_CODE

Confirmation number: %PRG_REG_ID
Registration Status: %STATUS

You can see more details about this %PRG_TYPE on your My Learning %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_REG_PEAP_MGR

Description: Program Registration Approval to Manager

Trigger: Learner registers for the program and the program requires manager approval.

Subject: Registration Pending Approval for %LRNR_DISP_NAME

Message Text:

Dear %APPR_DISP_NAME,

Your approval is required to confirm the registration request for the following for %LRNR_DISP_NAME

Program Type: %PRG_TYPE

Program: %PRG_LONG_NAME

Program Code: %PRG_CODE

Confirmation number: %PRG_REG_ID

Registration Status: %STATUS

If you are the manager of this learner, you can approve or decline the request from your Team Learning page %REF_URL.

If you are the administrator or an owner of the training unit pool or the purchase order used for payment, you can approve or decline the request from %ADMIN_APPR_URL page.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_LECR_CERT_EXPIMD

Description: New Program Requirement Expire

Trigger: When new Program requirements are added, Learners who are registered are notified.

Subject: New Program Requirement for %PRG_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

New program requirements have been added to "%PRG_LONG_NAME." The additional requirements must be completed immediately and the status of "%LRNR_DISP_NAME" has been set to "Warning". More details about these requirements are available at the following page: %REF_URL.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

D. Enrollment Notifications

Template Name: LM_ACT_INST_CNCLD

Description: Class Cancellation – Instructor

Trigger: Alerts the assigned Instructor when a Class is cancelled.

Subject: Cancellation Notification for %CI_LONG_NAME (%ACT_CODE), Start: %ST_DT

Message Text:

The following learning Class has been cancelled.

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Location: %FACILITY

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_APPRV_MSNG

Description: Approver not Found

Trigger: An approval is required, but no approver is found.

Subject: No Approvers Found for Enrollment in %CI_LONG_NAME by %LRNR_DISP_NAME

Message Text:

No approver was found for the following enrollment request:

Learner: %LRNR_DISP_NAME

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ENRLMT_CMPL_ILT

Description: Scheduled Enrollment Completion

Trigger: Learner completes a Class.

Subject: Completion Notification for %CI_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This notification confirms your completion of the following learning Class:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

Your training history has been updated to reflect this accomplishment. You can see more completion details on your My Learning page %REF_URL.

To print your certificate, go to your My Learning page %REF_URL, locate the Class listed above and click on "Print Certificate."

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ENRLMT_CNCLD_ILT

Description: Class Cancellation – Scheduled

Trigger: Learning Class is cancelled. Select Inactive in the Status field on the Classes - Class Details page to cancel a Class.

Subject: Cancellation Notification for %CI_LONG_NAME, Start: %ST_DT for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This is to inform you that the following learning Class has been cancelled.

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_ENRLMT_CONF_ILT

Description: Scheduled – Enrollment Confirmation

Trigger: Learner enrolls in a Class, or a manager or administrator enrolls a learner in a Class, and the learner's enrollment status is enrolled.

Subject: Enrollment Confirmation for - %CI_LONG_NAME, Start %ST_DT for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This email confirms your enrollment in the following class:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Class Notes: %ACT_NOTES

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

---Session Information---

%SESS_INFO

You can see more details on your My Learning page %REF_URL. For class types that are not self-paced (for example, Instructor-Led Classroom or Conference)

please be prompt and bring your photo ID.

In the event that you are unable to attend, you must drop the enrollment online. The cancellation must be completed before %LAST_DROP_DT.

Reasonable accommodations are available, upon request, in all aspects of state training, consistent with the Americans with Disabilities Act and the New York State Human Rights Law, to ensure that every individual is able to gain maximum benefit from the training experience.

If you require a reasonable accommodation to participate in this training, contact your training office.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ENRLMT_DENIED

Description: Enrollment denied by approver

Trigger: One of the approvers denies a Class enrollment.

Subject: Enrollment Denied for %CI_LONG_NAME, Start: %ST_DT for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

Your enrollment in the following learning Class is denied:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

Comments: %COMMENTS

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ENRLMT_DPDNED_ILT
Description: Scheduled – Enrollment Drop Denied
Trigger: Learner drops a Class, or a manager or administrator drops a learner's enrollment in a Class.
Subject: Enrollment Dropped for %CI_LONG_NAME, Start: %ST_DT
for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

Your enrollment in the following learning Class is dropped:

Class: %CI_LONG_NAME
Class Code: %ACT_CODE
Type: %DEL_TYPE
From: %ST_DT
To: %END_DT

Confirmation number: %ENROLL_ID
Enrollment Status: %ENROLL_STS

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ENRLMT_DPDNED_MGR
Description: Approver – Class Pending Approval Dropped
Trigger: Learner drops a Class, or a manager or administrator drops a learner's enrollment in a Class and the enrollment is pending approval.
Subject: Enrollment Pending Approval Dropped for %LRNR_DISP_NAME

Message Text:

Dear %APPR_FIRST_NAME %APPR_LAST_NAME,

The following enrollment that was pending approval has been dropped:

Learner: %LRNR_DISP_NAME
Class: %CI_LONG_NAME
Class Code: %ACT_CODE
Type: %DEL_TYPE

Please do not respond to this notification. If you have any questions, you may

contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ENRLMT_INCO_ILT

Description: Scheduled - Enrollment Incomplete

Trigger: Learner fails to complete the Class within the allotted time frame.

Subject: Notification of Incomplete Status for %CI_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This is to notify you that your status for the following Class is now "Not Completed."

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

You can see more details about this Class on your My Learning page %REF_URL.
Your training history has been updated to reflect this change.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ENRLMT_PDAPPRV_ILT

Description: Enrollment in Pending Approval

Trigger: When a Learner enrolls in a Class that requires approval, this notification is sent to the Learner.

Subject: Pending Approval Enrollment for %CI_LONG_NAME, Start: %ST_DT
for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

Your enrollment in the following learning Class is pending approval:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

You can see more details about this Class by visiting your My Learning page %REF_URL. In the event that you are unable to attend, you must drop the enrollment online.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_ENRLMT_WTLIST_ILT

Description: Scheduled – Enrollment Waitlisted

Trigger: Learner enrolls in a Class, or a manager or administrator enrolls a learner in a Class, and the learner is added to the Class waitlist because the Class is full.

Subject: Waitlist notification for %CI_LONG_NAME, start: %ST_DT
for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

You have been waitlisted for the following learning Class:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

You can see more details about this Class on your My Learning page %REF_URL. In the event that you would like to drop from the waitlist you must drop the enrollment online. The cancellation must be completed

before %LAST_DROP_DT. We will inform you via email if your status changes.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_LRNR_UNSUCC_ACTIVITY

Description: Learner Unsuccessful Enrollment in Class

Trigger: Administrator processes a mass enrollment request, and the Notify Learner option was selected on the Mass Enrollment page during mass enrollment.

Subject: Unsuccessful Enrollment for %CI_LONG_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This is to notify you that your enrollment was unsuccessful in the following learning Class:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

At: %FACILITY, %CITY , %STATE

Due to: %REASON

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank You.

Statewide Learning Management System

Template Name: LM_MASS_RQSTR

Description: Mass Enrollment – Requester

Trigger: Administrator processes a mass enrollment request, and the Notify Requester option was selected on the Enroll Learners - Mass Enrollment page during mass enrollment.

Subject: Enrollment Results for %CI_LONG_NAME

Message Text:

Dear %REQ_DISP_NAME,

This is to notify you of the results of the mass enrollment request for the following learning Class:

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

At: %FACILITY , %CITY , %STATE

Total successful enrollments: %ENR_SUCCESS

Total unsuccessful enrollments: %ENR_FAIL

Please do not respond to this notification. If you have any questions, you may %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_PDAPPRV_MGR_ILT

Description: Scheduled – Pending Approval to Manager

Trigger: Learner enrolls in a Class, or an administrator enrolls a learner in a Class, and the Class requires approval.

Subject: Approval requested for enrollment in %CI_LONG_NAME by %LRNR_DISP_NAME

Message Text:

Dear %APPR_DISP_NAME,

Your approval is required to confirm the following enrollment request:

Learner: %LRNR_DISP_NAME

Class: %CI_LONG_NAME

Class Code: %ACT_CODE

Type: %DEL_TYPE

From: %ST_DT

To: %END_DT

--Session Information--

%SESS_INFO

Confirmation number: %ENROLL_ID

Enrollment Status: %ENROLL_STS

If you are the manager of this learner, you can approve or decline the request

from your Team Learning page %REF_URL.

If you are the administrator or an owner of the training unit pool or the purchase order used for payment, you can approve or decline the request from %ADMIN_APPR_URL page.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

E. Learning Request Notifications

Template Name: LM_LRQ_THRESHOLD_MET

Description: Threshold Met Notification

Trigger: When the threshold number of seats for a specific course has been requested, the Administrators of the Class's primary learning environment are notified.

Subject: Learning Request Threshold Met

Message Text:

Dear %ADM_FIRST_NAME,

This notification informs you that %SEATS_REQ seats have been requested for:

Title: %CI_LONG_NAME

To review your demand, go to %REF_URL. Please do not respond to this notification.

Thank you.

Template Name: LM_WAIT_THRESHOLD

Description: Waitlist Threshold

Trigger: When the Waitlist Threshold is met for a Class, Administrators of the primary learning environment are notified.

Subject: Waitlist Threshold Met

Message Text:

Dear %ADM_DISP_NAME,

The waitlist threshold of %WAITLIST_THLD learners has been met for the following Class:

Title: %CI_LONG_NAME

Class Code: %ACT_CODE

To review the waitlisted learners, go to: %REF_URL

Please do not respond to this notification.

Thank you.

Template Name: LM_LRQ_EXISTACT

Description: Offering Existing Class

Trigger: An administrator triggers this notification to inform learners that the requested Class already exists in the system. Select Send Notifications - Exists in the Group Action field on the Administer Learning Request page to trigger this notification.

Subject: Learning Request Offering for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This notification is in response to your request and to inform you that we offer the following Class:

Title: %CI_LONG_NAME

Class Code: %ACT_CODE

Delivery Method: %DEL_TYPE

To enroll in and see more details for this Class, you can click on %REF_URL for this Class.

Please do not respond to this notification. If you have any questions, you may contact SLMSHelpdesk@its.ny.gov.

Thank you.

Statewide Learning Management System

Template Name: LM_LRQ_NEWACT

Description: Offering New Class

Trigger: A new Class is created that matches a requested Class and learners are now able to enroll in it. Select Send Notifications - New Offered in the Group Action field on the Administer Learning Request page to trigger this notification

Subject: %CI_LONG_NAME is now available for enrollment for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The following requested Class is now available:

Title: %CI_LONG_NAME

Class Code: %ACT_CODE

Delivery Method: %DEL_TYPE

To enroll in and see more details for this Class, you can click on %REF_URL for this Class.

Please do not respond to this notification. If you have any questions, you may contact SLMSHelpdesk@its.ny.gov.

Thank you.
Statewide Learning Management System

Template Name: LM_LRQ_NOACT

Description: No Class Will be Offered

Trigger: An administrator triggers this notification to inform learners that the requested Class will not be offered. Select Send Notifications - Declined in the Group Action field on the Administer Learning Request page to trigger this notification.

Subject: Learning Request Not being Offered for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

We are currently unable to offer the following:

Title: %CI_LONG_NAME

We will keep your request in our database for future offering considerations.

To delete your request, visit your Learning Home Page %LRN_HOME_URL.

Please do not respond to this notification. If you have any questions, you may contact SLMSHelpdesk@its.ny.gov.

Thank you.
Statewide Learning Management System

F. Supplemental Learning Notifications

Template Name: LM_SUPP_DPD

Description: Learner – Supplemental Learning Dropped

Trigger: Sent to learner when supplemental learning has been dropped

Subject: Supplemental Learning Dropped for %TRN_NAME

Message Text:

Dear %LRNR_FIRST_NAME,

The following Supplemental Learning has been dropped.

%TRN_NAME, %SUPP_TYPE

From : %ST_DT

To : %END_DT

Please do not respond to this notification. If you have any questions contact your learning administrator at %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System

Template Name: LM_ADHC_COMPL

Description: Ad-hoc Learning Completed

Trigger: All approvals for a Supplemental Learning submission have been granted.

Subject: Completion of Supplemental Learning %TRN_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

This notification is the confirmation of your completion of the following Supplemental Learning:

Title: %TRN_NAME

Type: %TRN_TYPE

From: %ST_DT

To: %END_DT

You have been waived for the following:

Classes: %EQUIV_ACTS

Programs: %EQUIV_PROGS

Objectives: %EQUIV_OBJVS

Your training history has been updated to reflect this accomplishment.

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ADHC_DENIED

Description: Supplemental Learning Denied

Trigger: Requested approval for a Supplemental Learning submission has been denied.

Subject: Supplemental Learning Denied for %TRN_NAME for %LRNR_DISP_NAME

Message Text:

Dear %LRNR_DISP_NAME,

The following Supplemental Learning has been denied:

%TRN_NAME, %TRN_TYPE

From: %ST_DT

To: %END_DT

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.
Statewide Learning Management System

Template Name: LM_ADHC_PDAPPRV

Description: Ad-hoc in Pending Approval

Trigger: Learner enters supplemental learning or a manager or administrator adds supplemental learning on behalf of a learner – notification is sent to manager.

Subject: Approval requested for enrollment in %TRN_NAME by %LRNR_DISP_NAME

Message Text:

Dear %APPR_FIRST_NAME %APPR_LAST_NAME,

The following request for supplemental learning is pending your approval:

Learner: %LRNR_DISP_NAME

Supplemental Learning: %TRN_NAME, %TRN_TYPE

Before approving, you must verify that the information provided on the supplemental learning request is accurate and true.

Please click the following link to approve/deny the request:

%REF_URL

Please do not respond to this notification. If you have any questions, you may contact %CONTACT_EMAIL.

Thank you.

Statewide Learning Management System