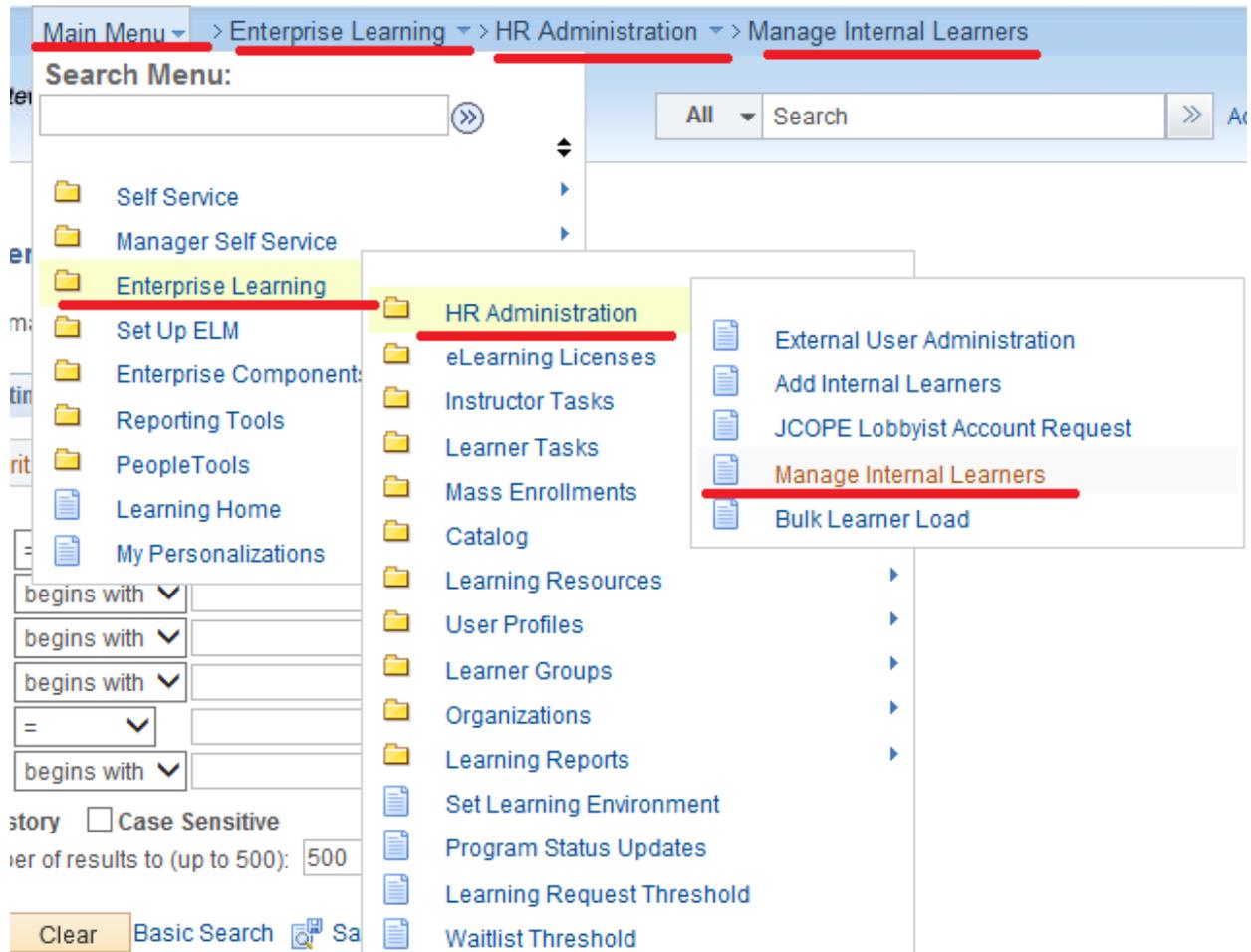


Once you're logged into SLMS, go to **Main Menu > Enterprise Learning > HR Administration > Manage Internal Learners**



Enter the Learner information

Favorites ▾ Main Menu ▾ > Enterprise Learning ▾ > HR Administration ▾ > Manage Internal Learners

 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:	= ▾	<input type="text"/>
First Name:	begins with ▾	<input type="text"/>
Last Name:	begins with ▾	<input type="text"/>
Middle Name:	begins with ▾	<input type="text"/>
Customer ID:	= ▾	<input type="text"/> 🔍
EmplID:	begins with ▾	<input type="text"/>

Correct History Case Sensitive

Limit the number of results to (up to 500):

Search

Clear

Basic Search  Save Search Criteria

On the Job Data tab, there will be two new fields: **Supervisor** and **Customer Service**. If the Learner is a Supervisor, enter "Y" in the **Supervisor** field for yes. If the Learner is not a supervisor, enter "N" in the **Supervisor** field for no. If the Learner interacts with the public, enter "Y" for yes in the **Customer Service** field. If the Learner does not interact with the public, enter "N" in the **Customer Service** field for no. Click **Save** when completed.

Favorites ▾ Main Menu ▾ > Enterprise Learning ▾ > User Profiles ▾ > Internal Learners > Manage Internal Learners

 Statewide Learning Management System

All ▾ Search >> Advan

Name Contact Information **Job Data** Personal Info

Learner ID:

Name:

HR/Job Information

Find | View All First 1 of 3 Last

Job Number: 0

Effective Date: 02/12/2015

Job Type: Primary

Seniority Date: [st]

Full/Part Time: Full-Time

Site Manager:

Learning Environment ID 1089

Department: Office of Information Technology Services

Job Title: Information Technology Specialist 3 Systems Prmg

Attorney ID: *Active: Y [st] Shift:

Bureau/Division:

Section/Unit: On Leave: N [st]

Manager: [st]

Staff Category: [st] Supervisor: Y [st]

Discipline: [st] Customer Service: N [st]

Hire Date: 10/22/2007 [st]

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

The screenshot shows a web application interface with a navigation menu. The breadcrumb trail at the top reads: **Main Menu > Enterprise Learning > User Profiles > Internal Learners**. A search bar is visible with the text "Search Menu:" and a search button. The navigation menu is expanded, showing a list of folders and items. The "Enterprise Learning" folder is highlighted in yellow. Under "Enterprise Learning", the "User Profiles" folder is highlighted in yellow. Under "User Profiles", the "Internal Learners" item is highlighted in yellow. Other items in the "User Profiles" folder include "Learner Groups", "Organizations", "Learning Reports", "Set Learning Environment", "Program Status Updates", "Learning Request Threshold", and "Waitlist Threshold".

Navigation path: **Main Menu > Enterprise Learning > User Profiles > Internal Learners**

Search Menu: [Search] [Advanced]

Internal Learners

Enter any information

Find an Existing

Search Criteria

Learner ID:

First Name: [begins with]

Last Name: [begins with]

Department ID: [=]

Learning Environment ID: [=]

EmpID: [begins with]

Job Code: [=]

Organizational Relationship: [=]

Correct History Case Sensitive

Limit the number of results to (up to 500): 500

- Self Service
- Manager Self Service
- Enterprise Learning
 - Set Up ELM
 - Enterprise Component
 - Reporting Tools
 - PeopleTools
 - Learning Home
 - My Personalizations
- HR Administration
- eLearning Licenses
- Instructor Tasks
- Learner Tasks
- Mass Enrollments
- Catalog
- Learning Resources
- User Profiles
 - Internal Learners
 - External Learners
 - Instructors
- Learner Groups
- Organizations
- Learning Reports
- Set Learning Environment
- Program Status Updates
- Learning Request Threshold
- Waitlist Threshold

Enter Learner information

Favorites ▾ | Main Menu ▾ > Enterprise Learning ▾ > User Profiles ▾ > Internal Learners

 Statewide Learning Management System

All ▾ Search

Internal Learners

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

▾ Search Criteria

Learner ID:	= ▾	<input type="text"/>
First Name:	begins with ▾	<input type="text"/>
Last Name:	begins with ▾	<input type="text"/>
Department ID:	= ▾	<input type="text"/> 🔍
Learning Environment ID:	= ▾	<input type="text"/> 🔍
EmplID:	begins with ▾	<input type="text"/>
Job Code:	= ▾	<input type="text"/> 🔍
Organizational Relationship::	= ▾	<input type="text"/> ▾

Correct History Case Sensitive

Limit the number of results to (up to 500):

On the HR Job Data tab, the **Supervisor** field will show “Yes” if the Learner is a Supervisor and the **Customer Service** field will show “No” if the Learner does not interact with the public.

Navigation: Favorites ▾ Main Menu ▾ > Enterprise Learning ▾ > User Profiles ▾ > Internal Learners

Statewide Learning Management System

All ▾ Search [] >>

Person Info | Address History | Learner Attributes | Comments | **HR Job Data**

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

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

Effective Date:	02/12/2015	Empl Record Number:	0
Hire Date:	10/22/2007	Job Type:	Primary
Learner Status:	Active	Regular/Temporary:	
On Leave:	No	Supervisor:	Yes
Company Description:	New York State	Customer Service:	No
Organizational Relationship:	EMP		

The Bulk Learner Load process will be the same as it has been. However, the **HR_Template_2015.csv** template will include two new fields: **Supervisor** and **Customer Service**. First, begin the Bulk Learner Load process by going to **Main Menu > Enterprise Learning > HR Administration > Bulk Learner Load**

Main Menu > Enterprise Learning > HR Administration > Bulk Learner Load

Search Menu:

Self Service
 Manager Self Service
Enterprise Learning
 Set Up ELM
 Enterprise Component
 Reporting Tools
 PeopleTools
 Learning Home
 My Personalizations

HR Administration
 eLearning Licenses
 Instructor Tasks
 Learner Tasks
 Mass Enrollments
 Catalog
 Learning Resources
 User Profiles
 Learner Groups
 Organizations
 Learning Reports
 Set Learning Environment
 Program Status Updates
 Learning Request Threshold
 Waitlist Threshold

External User Administration
 Add Internal Learners
 JCOPE Lobbyist Account Request
 Manage Internal Learners
Bulk Learner Load

Instructions:
 1. Lookup
 2. Fill out
 3. Save file
 4. Click U
 5. Click "S
 6. Click "\
 7. If any errors appears, click FIX ERROR:
 8. Click "Copy" to Final Staging Table**
 9. Click "Load" to load your data into SL

** You will receive a warning. Click ok to cor
 Click Process Monitor to check the status o
 Note: Please be patient while your file is bei

For more detailed instructions, please click

**Please download the new HR Ten
 are using the new template. Thank**

Template ID:

[Download Template](#) [Download Instructions](#)

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

The screenshot shows the 'Bulk Learner Load' page in the Statewide Learning Management System. A dialog box titled 'Look Up Template ID' is open, displaying search results for 'Learner File ID'. The results table is as follows:

Learner File ID	Attached File	Bulk Learner Type
4017	HR_Template_2015.csv	Learner
4019	Learner_History_Template_2015.csv	Learn Hist

The row for ID 4017 is circled in red. Below the dialog, the main page has a 'Template ID:' input field and 'Download Template' and 'Download Instructions' buttons.

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 **Supervisor** field for yes. If the Learner is not a supervisor, enter "N" in the **Supervisor** field for no. If the Learner interacts with the public, enter "Y" for yes in the **Customer Service** field. If the Learner does not interact with the public, enter "N" in the **Customer Service** field for no. Click **Save** when completed.

The screenshot shows an Excel spreadsheet with the following columns: Non-State Full/Part Time, Non-State Reg/Temp, Seniority Date, Site Supervisor, Discipline, Staffing, Shift, Excluded, Supervisor, and Customer Service. The data row shows 'N' for Excluded, 'Y' for Supervisor, and 'N' for Customer Service. These three cells are circled in red.

	Q	R	S	T	U	V	W	X	Y	Z
ite	Non-State Full/Part Time	Non-State Reg/Temp	Seniority Date	Site Supervisor	Discipline	Staffing	Shift	Excluded	Supervisor	Customer Service
								N	Y	N

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:  HR_Template_2014.csv