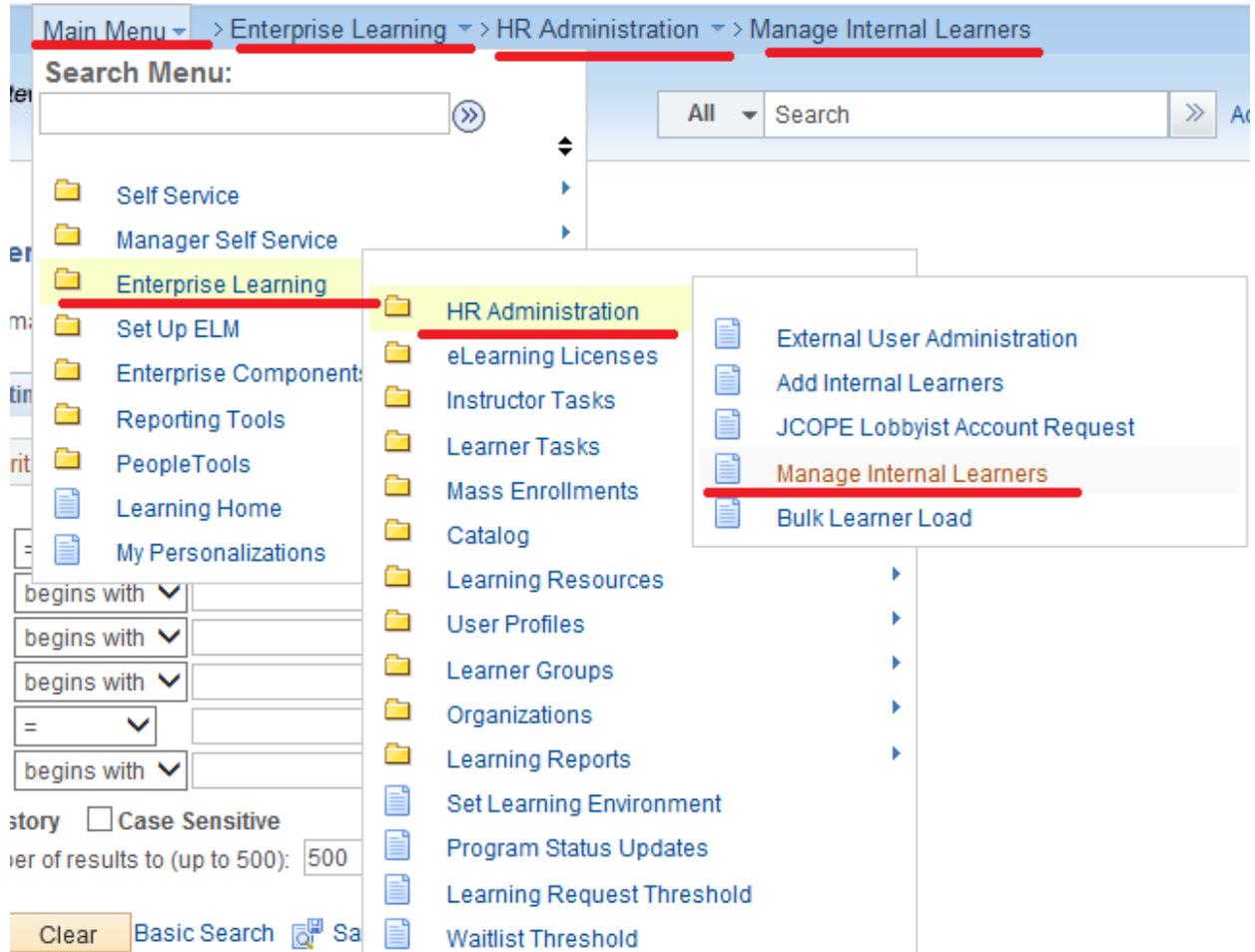


Once you're logged into SLMS, go to **Main Menu > Enterprise Learning > HR Administration > Manage Internal Learners**



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 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	Seniority Date:	<input type="text"/>
Full/Part Time:	Full-Time	Site Manager:	<input type="text"/>
		Learning Environment ID	1089
Department:			
Job Title:			
Attorney ID:	<input type="text"/>	*Active:	<input type="text" value="Y"/>
Bureau/Division:	<input type="text"/>		
Section/Unit:	<input type="text"/>	Excluded:	<input type="text" value="N"/>
Manager:	<input type="text"/>		
Staff Category:	<input type="text"/>	RA for Supervisors:	<input type="text" value="Y"/>
Discipline:	<input type="text"/>	Language Access:	<input type="text" value="N"/>
		RA Public:	<input type="text"/>
Hire Date:	<input type="text" value="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**

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: [=]

EmplID: [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.

Find an Existing Value Add a New Value

▼ 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 **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**

The screenshot shows a web application interface with a breadcrumb trail at the top: **Main Menu > Enterprise Learning > HR Administration > Bulk Learner Load**. Below the breadcrumb is a search menu with a search box and a dropdown menu. The left sidebar contains a navigation tree with 'Enterprise Learning' selected. A dropdown menu is open under 'Enterprise Learning', showing 'HR Administration' selected. A second dropdown menu is open under 'HR Administration', with 'Bulk Learner Load' highlighted. The page also contains instructions for the Bulk Learner Load process, a warning message, and buttons for downloading a template and instructions.

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. Than**

Template ID:

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

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

[Download Template](#)

[Download Instructions](#)

[Upload Data File](#)
