



**Agency SLMS Administrator Request Form**  
*(Please complete one form for each administrator)*

<b>Agency/Organization Name:</b>		<b>Date:</b>
<b>Facility Name (if applicable):</b>		
<b>Employee Name:</b>		
<b>NYS Employee ID or, if External, NYS DS ID:</b>	<b>Employee Email:</b>	
<b>Fax Number:</b>	<b>Employee Telephone Number:</b>	
<b>Please check administrator role</b> <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Support		
<b>Please check HR or EKB administrator role</b> <input type="checkbox"/> HR Internal <input type="checkbox"/> HR External <input type="checkbox"/> EKB License		
If you need to administer multiple learning environments, please indicate all the learning environments desired. Additionally, include any special roles (such as NYS & CSEA Partnership for Education and Training Online Learning Liaison).		
<b>Employee must sign off on the following language:</b> <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> <b>Employee Signature:</b>		
<b>Agency Sign-Off</b>		
<b>Agency Authorization required.</b> (Must be Director of Human Resources or equivalent)		
<b>Name:</b>	<b>Title:</b>	
<b>Email Address:</b>	<b>Telephone Number:</b>	
<b>Signature:</b>		

<b>SLMS Use Only</b> 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 Items (create, modify)
- Assign Delivery Methods
- Review Mass Enrollment Requests
- Maintain Activities (create, modify)
- Maintain Programs (create, modify)
- Change Status of New Quick Create Activities from "Pending" to "Active"

### Secondary Administrator

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

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

### Support Administrator

The Support Administrator enrolls and tracks learners, sets up learning activities, and runs various reports:

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

### 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

The HR Administrator can add new employees to SLMS and update employee data that originates with the agency's human resources department or manage the data of external learners.

Internal: members of the agency's workforce (including contractors and temps)

External: constituents who take training from state agencies or entities