

## U Learn Security Role Request Form

This form is used to request to add or change an employee's security role access in U Learn.  
Please complete the form and scan and email to [help@miami.edu](mailto:help@miami.edu) using your UM email account.

### Checklist Review for U Learn Security Role Requests:

Ensure you review the position roles available before completing this form.

ROLE ASSIGNEE:	REQUESTOR: (UM MANAGER/SUPERVISOR)		
Name:	Name:		
Phone:	Phone:		
Position:	Position:		
Employee ID:	Employee ID:		
E-mail:	E-mail:		
<b>ACCESS REQUEST</b>			
Request Type: <input type="checkbox"/> Update <input type="checkbox"/> Remove <input type="checkbox"/> Add <input type="checkbox"/> No Change	Effective Date:		
<b>SECTION A: U Learn Security Roles</b>			
	Role Name	Description	Required Approval
<input type="checkbox"/>	Super Admin User	Ability to assign training to users. View/print rosters, add users to ILT Sessions. Ability to edit user records, view/edit/modify user transcripts, training transcript reports, add/delete training	Manager/Supervisor
<input type="checkbox"/>	ILT Session Admin	Ability to view/print rosters, add users to ILT Sessions. Ability to run training transcript reports	Manager/Supervisor
<input type="checkbox"/>	ILT Session Viewer	Ability to only view Sessions (class) – view and print rosters	Manager/Supervisor

Comments:

### REQUESTOR APPROVAL

I (Print Name) \_\_\_\_\_ reviewed request for access for the above named person. My signature below acknowledges I have read and agree with this form.

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

**REQUIRED ROLE APPROVAL**

Approved     Not Approved

I **(Print Name)** \_\_\_\_\_ reviewed request for access for the above named person. My signature below acknowledges I have read and agree with this form.

**(Signature)** \_\_\_\_\_ **(Date)** \_\_\_\_\_