

ULearn Training Document Request

This form is designed for clients to request the load of an online training document (i.e. training material) file into ULearn, the University of Miami's learning management system (LMS). Training materials may include tip sheets, FAQ's, training summaries, and other documents relevant to courses in the LMS.

Note: the ULearn system does not allow ULearn System Administrators to retrieve uploaded files; therefore, it is the responsibility of the requestor and their department to keep a copy of all source files.

This form must be approved by:

- Barry Grosse, Chief Compliance Officer, Health Affairs for any required regulatory education related to UHealth/Medical campus
- Blanca Malagon, Associate Vice President, Chief Audit and Compliance Officer for any required regulatory education related to the Coral Gables and/or RSMAS campuses
- Helenmarie Blake, Chief Privacy and Data Integrity Officer for any required regulatory education related to Health Insurance Portability and Accountability Act (HIPAA)

Completed and approved forms should be scanned and sent to: ulearn@miami.edu. Once the form is submitted with the appropriate signatures, the requested documents will be configured in ULearn. A ULearn System Administrator will contact the requestor regarding configuration and formatting details. Forms submitted without the appropriate approvals will not be processed.

Requestor Information	
Name:	EMPLID:
Title:	Department:
Phone:	Email:
Curriculum Request	
Title of training document (as it will appear in ULearn):	
File name to be uploaded to ULearn:	
Is this Training document an update to an existing document in ULearn?: <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, please indicate the existing title as it appears in ULearn:
What is the maximum number of participant registration:	
Allow a waitlist for this session?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Provide a detailed description of the training document:	
<div style="border: 1px solid black; height: 100px;"></div>	

Indicate the keywords to be used for users to search for the training document in ULearn:

Who will be allowed to access the training material:

NOTE: Please provide the PowerPoint slides of the document and retain a copy for your records.

Does this material have any pre-requisite(s)?: Yes No

If **Yes**, please indicate their titles and delivery formats below:

Approvals

This form must be approved by:

- Barry Grosse, Chief Compliance Officer, Health Affairs for any required regulatory education related to UHealth/Medical Campus
- Blanca Malagon, Associate Vice President, Chief Audit and Compliance Officer for any required regulatory education related to the Coral Gables and/or RSMAS campuses
- Helenmarie Blake, Chief Privacy and Data Integrity Officer for any required regulatory education related to Health Insurance Portability and Accountability Act (HIPAA)

Signature of Requestor/Title:	Date:
Signature of Approver/Title:	Date: