



AspireAlaska Security Request

Reason for Request: New User | Update Existing User | Remove Access

Requestor Information

Name:

Job Class Title:

Department:

Division:

User ID (ex; jmdoe):

PCN (no dash):

Email:

Phone:

Access Requested (Only needed if adding)

User Access Requested

Who do you manage learning for?

All SOA Department Only Division Only

Learning Security Access:

Check all that you are requesting.

Assign Learning: This allows assigning learning to users.

Learning Reports: This allows access to learning reports available in Standard Reports and Reporting 2.0.

Learning Manager: This includes the four accesses listed directly below.

*If you only need specific accesses granted to Learning Managers select those individual accesses below:

Curriculum Manager: This allows the creation and management of curriculums.

ILT Manager: This allows the creation and management in-person or virtual training events and sessions.

Online Course Managers: This allows the creation and management of online courses.

Learning Playlists: This allows the creation and management of learning playlists.

Employee Certification

I understand that records/reports to which I will have access may contain confidential information that is protected from public disclosure by AS39.25.080; and by Personnel Rule 2 AAC 07.910. Furthermore, I realize AS39.25.900 provides that a willful violation of the confidentiality requirements constitutes a misdemeanor and that upon conviction I must forfeit my State position.

I certify the confidential records to which I will have access will be used for official business purposes only; and I will not release the records or their contents without the written approval of the Director of Personnel & Labor Relations. I agree to protect all information from public disclosure that is not designated as public information by AS 39.25.080.

Signature: _____ Date: _____

Access to AspireAlaska with additional learning security is dependent on approval from Division of Personnel and Labor Relations.

Instructions

Fill out the form completely. This information is required to properly set up your Learning Security access in AspireAlaska.

Reason for Request: Please specify the reason for the request, whether for a new user, updating an existing user or inactivating a user who is leaving their position.

Requestor Information

Name: Enter the name of who is requesting learning security access.

Job Class Title: Enter the job class title for the requestor's current position.

Department: Enter the Department the requestor is currently in.

Division: Enter the Division the requestor is currently in.

User ID: This is the State LDAP User ID used to log in to your email. This is typically your [First Initial][Middle Initial][Last Name].

PCN: Include the PCN information for the requestor's current position.

Email: Enter the requestor's email address.

Phone: Enter the requestor's phone number.

Access Requested

User Access Requested: This determines which users you will have access to with your Learning Security Access.

Learning Security Access: Select the type of learning access needed based on the actions needed to be taken in the system.

Employee Certification

Make sure to read this statement carefully. It clarifies rules for the access you are being granted since this will include access to confidential information.