

LearnAlaska Email Triggers

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Global Updates

1. All edits done at the CORE
2. Update all references for Site Admin to Help Desk
3. If SENDER is set to Site Admin; update to Help Desk email address where appropriate
4. Review SENDER for other messages that don't come from the Help Desk
5. Push (Required) all edits to lower-level domains

Access Approval

[Email Trigger ID-1: Access Approval: User Requests Access to classroom course section \(linear path\)](#)

User Requests Access to classroom course section (email to approver, linear path)

Base

Email Title	BASE - Access Approval Request (To: approver)
Subject	Request for Access: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%},

The user, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested access to {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}.

The user provided the following reason:

{%AccessRequestReason%}

Please take action on this request using the Approval Console at {%DomainUrl%}.

- Site Administrator

Sender	DomainAdministratorEmail
Recipient	AccessPendingApproverEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Approval Request (To: approver)
Subject	LearnAlaska Approval Request for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%},</p> <p>{%AccessRequestUserFirstName%} {%AccessRequestUserLastName%} has requested approval to attend the following course:</p> <p>Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}</p> <p>Course Cost: {%CourseCost%} (If blank then there is no cost associated with this course.)</p> <p>{%AccessRequestUserFirstName%} provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>IMPORTANT NOTICE:</p> <p>If you haven't recently reviewed our document "Recommended Browser Settings for LearnAlaska" and configured your browser to work with LearnAlaska, please review the document found on our Portal website at http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf. The steps outlined in this document are essential for your successful interaction with LearnAlaska.</p> <p>TO TAKE ACTION ON THIS REQUEST:</p> <p>Please login to LearnAlaska at https://learn.alaska.gov/portal to approve pending training requests. Your action is required in the Approval Console located under the Administration drop-down menu.</p> <p>You may refer to the document, Taking Action on Training Requests, found on our Portal website at http://doa.alaska.gov/dof/learnalaska/resource/Approval-Console.pdf for detailed instructions for finding and approving pending training requests.</p>

	<p>COURSE FEES:</p> <p>There is a course fee associated with some of the courses listed in LearnAlaska. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.</p> <p>Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Attachments	
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-04-10:** Updated email body for message to remove message that LAK is only accessible from within the WAN. (AWT)
- **2015-02-24:** Updated email body for message to add information about Course Cost. (HLC)
- **2015-09-09:** Updated email body to include information about Browser-Setup, removed detailed instructions for finding the Approval Console, included links to Browser-Setup.pdf and Approval-Console.pdf. (AWT)

Email Trigger ID-2: Access Approval: User Requests Access to classroom course section (non-linear path)

User Requests Access to classroom course section (email to approver, non-linear path)

Base

Email Title	BASE - Access Approval Request (To: approver)
Subject	Request for Access: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%},</p> <p>The user, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested access to {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}. The user provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>Please take action on this request using the Approval Console at {%DomainUrl%}.</p> <p>- Site Administrator</p>
Sender	DomainAdministratorEmail
Recipient	AccessAllApproversEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Approval Request (To: approver)
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Subject	LearnAlaska Approval Request for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%},</p> <p>{%AccessRequestUserFirstName%} {%AccessRequestUserLastName%} has requested approval to attend the following course:</p> <p>Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}</p> <p>Course Cost: {%CourseCost%} (If blank then there is no cost associated with this course.)</p> <p>{%AccessRequestUserFirstName%} provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>IMPORTANT NOTICE:</p> <p>If you haven't recently reviewed our document "Recommended Browser Settings for LearnAlaska" and configured your browser to work with LearnAlaska, please review the document found on our Portal website at http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf. The steps outlined in this document are essential for your successful interaction with LearnAlaska.</p> <p>TO TAKE ACTION ON THIS REQUEST:</p> <p>Please login to LearnAlaska at https://learn.alaska.gov/portal to approve pending training requests. Your action is required in the Approval Console located under the Administration drop-down menu.</p> <p>You may refer to the document, Taking Action on Training Requests, found on our Portal website at http://doa.alaska.gov/dof/learnalaska/resource/Approval-Console.pdf for detailed instructions for finding and approving pending training requests.</p> <p>COURSE FEES:</p> <p>There is a course fee associated with many of the classes listed in LearnAlaska. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.</p> <p>Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Attachments	
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-04-10:** Updated email body for message to remove message that LAK is only accessible from within the WAN. (AWT)

- **2015-02-24:** Updated email body for message to add information about Course Cost. (HLC)
- **2015-09-09:** Updated email body to include information about Browser-Setup, removed detailed instructions for finding the Approval Console, included links to Browser-Setup.pdf and Approval-Console.pdf. (AWT)

Email Trigger ID-3: Access Approval: User Requests Access to classroom course section (to user)

User requests access to a classroom course section that requires access approval

Base

Email Title	BASE - Access Approval Request (To: requesting user)
Subject	Access Approval Request: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, You have requested access to {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}, providing the following reason: {%AccessRequestReason%} Your request was submitted and is proceeding through the approval process. You will receive email notification when your request has been approved or denied. - Training Administrator
Sender	DomainAdministratorEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Approval Request (To: requesting user)
Subject	LearnAlaska Request Received - Awaiting Approval: {%CourseTitle%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%}, Your request was submitted to {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%} and is awaiting approval. You have requested access for the following reasons: {%AccessRequestReason%} You will receive email notification when your request has been approved or denied. For your reference the details of the course for which you are requesting approval is as follows: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} Please note that there is a course fee associated with many of the

	classes listed in LearnAlaska. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.
	Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-4: Access Approval: User Requests Access to content item (linear path)

User Requests Access to content item (email to approver, linear path)

Base

Email Title	BASE - Access Approval Request (To: approver)
Subject	Request for Access: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%},</p> <p>The user, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested access to {%ContentTitle%}. The user provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>Please take action on this request using the Approval Console at {%DomainUrl%}.</p> <p>- Site Administrator</p>
Sender	DomainAdministratorEmail
Recipient	AccessPendingApproverEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Approval Request (To: approver)
Subject	LearnAlaska Approval Request for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%},</p> <p>{%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested approval to access {%ContentTitle%}.</p> <p>Course Cost: {%CourseCost%} (If blank then there is no cost associated with this course.)</p> <p>{%AccessRequestUserFirstName%} provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>IMPORTANT NOTICE:</p> <p>If you haven't recently reviewed our document "Recommended Browser Settings for LearnAlaska" and configured your browser to work with LearnAlaska, please review the document found on our Portal website</p>

at <http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf>. The steps outlined in this document are essential for your successful interaction with LearnAlaska.

TO TAKE ACTION ON THIS REQUEST:

Please login to LearnAlaska at <https://learn.alaska.gov/portal> to approve pending training requests. Your action is required in the Approval Console located under the Administration drop-down menu.

You may refer to the document, Taking Action on Training Requests, found on our Portal website at <http://doa.alaska.gov/dof/learnalaska/resource/Approval-Console.pdf> for detailed instructions for finding and approving pending training requests.

COURSE FEES:

There is a course fee associated with many of the classes listed in LearnAlaska. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.

Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.

Sender	LearnAlaska.HelpDesk@alaska.gov
Attachments	Recommended Browser Settings for LearnAlaska (Browser-Setup.pdf) Taking Action on Training Requests (Approval-Console.pdf)
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-04-10:** Updated email body for message to remove message that LAK is only accessible from within the WAN. (AWT)
- **2015-02-24:** Updated email body for message to add information about Course Cost. (HLC)
- **2015-09-09:** Updated email body to include information about Browser-Setup, removed detailed instructions for finding the Approval Console, included links to Browser-Setup.pdf and Approval-Console.pdf. (AWT)

Email Trigger ID-5: Access Approval: User Requests Access to content item (non-linear path)

User Requests Access to content item (email to approver, non-linear path)

Base

Email Title	BASE - Access Approval Request (To: approver)
Subject	Request for Access: {%ContentTitle%}
Importance	Medium
Message	Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%}, The user, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested access to {%ContentTitle%}. The user provided the following reason: {%AccessRequestReason%}

	Please take action on this request using the Approval Console at {%DomainUrl%}.
	- Site Administrator
Sender	DomainAdministratorEmail
Recipient	AccessAllApproversEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Approval Request (To: approver)
Subject	LearnAlaska Approval Request for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%},</p> <p>{%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested approval to access {%ContentTitle%}.</p> <p>Course Cost: {%CourseCost%} (If blank then there is no cost associated with this course.)</p> <p>{%AccessRequestUserFirstName%} provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>IMPORTANT NOTICE:</p> <p>If you haven't recently reviewed our document "Recommended Browser Settings for LearnAlaska" and configured your browser to work with LearnAlaska, please review the document found on our Portal website at http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf. The steps outlined in this document are essential for your successful interaction with LearnAlaska.</p> <p>TO TAKE ACTION ON THIS REQUEST:</p> <p>Please login to LearnAlaska at https://learn.alaska.gov/portal to approve pending training requests. Your action is required in the Approval Console located under the Administration drop-down menu.</p> <p>You may refer to the document, Taking Action on Training Requests, found on our Portal website at http://doa.alaska.gov/dof/learnalaska/resource/Approval-Console.pdf for detailed instructions for finding and approving pending training requests.</p> <p>COURSE FEES:</p> <p>There is a course fee associated with many of the classes listed in LearnAlaska. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.</p> <p>Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Attachments	

Content Sharing Push (Required) to all domains

Revision Log

- **2014-04-10:** Updated email body for message to remove message that LAK is only accessible from within the WAN. (AWT)
- **2015-02-24:** Updated email body for message to add information about Course Cost. (HLC)
- **2015-09-09:** Updated email body to include information about Browser-Setup, removed detailed instructions for finding the Approval Console, included links to Browser-Setup.pdf and Approval-Console.pdf. (AWT)

Email Trigger ID-6: Access Approval: Access approval requirement removed from classroom course section.

Authorized user removes access approval requirement from content item (requires access = no).

Base

Email Title	BASE - Access approval removed (To: requesting user)
Subject	Access approval removed from: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, You had requested access to {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}. This course no longer requires access approval. Your request has been cancelled, and depending on your permissions, you may now enroll in this section of the course. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access approval removed (To: requesting user)
Subject	LearnAlaska access approval removed from: {%CourseTitle%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%}, You previously requested approval to attend {%CourseTitle%}. This course no longer requires access approval. Your request has been cancelled, and depending on your permissions, you may now enroll in this section of the course. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

INACTIVE - Email Trigger ID-7: Access Approval: Access approval requirement removed from content item

Authorized user removes access approval requirement from content item (requires access = no).

Base

Email Title	BASE - Access approval removed (To: requesting user)
Subject	Access approval removed from: {%ContentTitle%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, You had requested access to {%ContentTitle%}. This content item no longer requires access approval. Your request has been cancelled, and depending on your permissions, the content may now be available to you. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Optional) to all domains

INACTIVE - Email Trigger ID-8: Access Approval: Access request approved (final approval, all content except classroom course section)

Approving user in the last stage of the path approves the user's request for all content except classroom course section. User gains access to content.

Base

Email Title	BASE - Access request approved (to: requesting user)
Subject	Access approval granted for: {%ContentTitle%} ({%ContentType%})
Importance	High
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, Your request to access {%ContentTitle%} ({%ContentType%}) has been approved. You can find this content at {%DomainUrl%}. If there's a cost for the content, you must pay for the content prior to accessing it. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access request approved (to: requesting user)
Subject	LearnAlaska: Approval granted for: {%ContentTitle%} ({%ContentType%})
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%}, Your request to access {%ContentTitle%} ({%ContentType%}) has been approved. Now that your request has been approved you must enroll in order to start the content. You may enroll by logging into LearnAlaska at https://learn.alaska.gov/portal and searching for the course using the title referenced above in your Access Requests located under the My Workspace menu option. Once you have located the course, access the course details screen to enroll. A step-by-step reference for these steps is provided in your LearnAlaska Quick Reference Guide for

	Users located on the Portal page found at https://learn.alaska.gov/portal .
	Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-9: Access Approval: Access request approved (final approval, classroom course section)

Approving user in the last stage of the path approves the user's request for a classroom course section

Base

Email Title	BASE - Access request approved (to: requesting user)
Subject	Access approval granted for: {%ContentTitle%} ({%ContentType%})
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, Your request to access {%ContentTitle%} ({%ContentType%}) has been approved. You can find this content at {%DomainUrl%}. If there's a cost for the content, you must pay for the content prior to accessing it. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access request approved (to: requesting user)
Subject	LearnAlaska approval to enroll granted for: {%CourseTitle%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%}, Your request to enroll in {%CourseTitle%} has been approved. NOTE: THE RECEIPT OF THIS EMAIL DOES NOT GUARANTEE A SEAT IN THE CLASS. If you were automatically enrolled or waitlisted in the section, you will receive a separate enrollment or waitlist email. If you do not receive a separate email, it is due to the fact that you cannot be enrolled or waitlisted because the section is currently full and does not have a waitlist. You may request enrollment in another section or contact the Help Desk for assistance. Section Status: {%ClassroomCourseSectionStatus%} Waitlist Type: {%ClassroomCourseSectionWaitlistType%} Please consult your manager or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-10: Access Approval: Access request for classroom course section approved (not last stage)

Approving user at any stage but last stage in path approves the user's request to a classroom course section

Base

Email Title	BASE - Access Request Approved (To: pending approver)
Subject	Access Request Approved: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%},</p> <p>The user, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested access to {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}. The user provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>The request was already approved by the following people (with reasons in parentheses, if provided):</p> <p>{%AccessRequestPreviousStageApprovals%}</p> <p>Please take action on this request using the Approval Console at {%DomainUrl%}.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipient	AccessPendingApproverEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Request Approved (To: pending approver)
Subject	LearnAlaska Approval Request for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%},</p> <p>{%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested approval to attend the following course:</p> <p>Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}</p> <p>{%AccessRequestUserFirstName%} provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>The request was already approved by the following people (with reasons in parentheses, if provided):</p> <p>{%AccessRequestPreviousStageApprovals%}</p>

IMPORTANT NOTICE:

If you haven't recently reviewed our document "Recommended Browser Settings for LearnAlaska" and configured your browser to work with LearnAlaska, please review the document found on our Portal website at <http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf>. The steps outlined in this document are essential for your successful interaction with LearnAlaska.

TO TAKE ACTION ON THIS REQUEST:

Please login to LearnAlaska at <https://learn.alaska.gov/portal> to approve pending training requests. Your action is required in the Approval Console located under the Administration drop-down menu.

You may refer to the document, Taking Action on Training Requests, found on our Portal website at <http://doa.alaska.gov/dof/learnalaska/resource/Approval-Console.pdf> for detailed instructions for finding and approving pending training requests.

COURSE FEES:

There is a course fee associated with many of the classes listed in LearnAlaska. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.

Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.

(CC: This email is being sent as a courtesy copy to the requesting student and manager as an update on the status of this training request. The student will receive a follow-up email once all stages of the approval have been processed.)

Sender	LearnAlaska.HelpDesk@alaska.gov
Attachments	
Recipients	To: AccessPendingApproverEmail
Content Sharing	Push (Required) to all domains

Email Title	Access Request Approved (To: Student, Copy: Manager)
Subject	LearnAlaska Approval Request for {%CourseTitle%} In Process
Importance	Medium

Dear {%AccessRequestUserFirstName%},

Your request for approval for {%CourseTitle%} has been approved by the following people (with reasons in parentheses, if provided):

{%AccessRequestPreviousStageApprovals%}

This training course requires multiple approvals. Approval is still pending from other users in the approval path. Once this request has been fully processed, you will receive a notification of the action.

Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.

	(CC: This email is being sent as a courtesy copy to the requesting student, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, and manager as an update on the status of this training request. The student will receive a follow-up email once all stages of the approval have been processed.)
Sender	LearnAlaska.HelpDesk@alaska.gov
Recipients	To: AccessRequestUserEmail CC: AccessRequestUserManagerEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-04-10:** Updated email body for message to remove message that LAK is only accessible from within the WAN. (AWT)
- **2015-09-09:** Updated email body to include information about Browser-Setup, removed detailed instructions for finding the Approval Console, included links to Browser-Setup.pdf and Approval-Console.pdf. (AWT)

Email Trigger ID-11: Access Approval: Access request for content item approved (not last stage)

Approving user at any stage but last stage in path approves the user's request to access a non-course content item

Base

Email Title	BASE - Access Request Approved (To: pending approver)
Subject	Access Request Approved: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%},</p> <p>The user, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested access to {%ContentTitle%}. The user provided the following reason:</p> <p>{%AccessRequestReason%}</p> <p>The request was already approved by the following people (with reasons in parentheses, if provided):</p> <p>{%AccessRequestPreviousStageApprovals%}</p> <p>Please take action on this request using the Approval Console at {%DomainUrl%}.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipient	AccessPendingApproverEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Request Approved (To: pending approver)
Subject	LearnAlaska Approval Request for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}
Importance	Medium
Message	Dear {%AccessRequestPendingApproverFirstName%},

{%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, has requested approval to access {%ContentTitle%}.

{%AccessRequestUserFirstName%} provided the following reason:

{%AccessRequestReason%}

The request was already approved by the following people (with reasons in parentheses, if provided):

{%AccessRequestPreviousStageApprovals%}

IMPORTANT NOTICE:

If you haven't recently reviewed our document "Recommended Browser Settings for LearnAlaska" and configured your browser to work with LearnAlaska, please review the document found on our Portal website at <http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf>. The steps outlined in this document are essential for your successful interaction with LearnAlaska.

TO TAKE ACTION ON THIS REQUEST:

Please login to LearnAlaska at <https://learn.alaska.gov/portal> to approve pending training requests. Your action is required in the Approval Console located under the Administration drop-down menu.

You may refer to the document, Taking Action on Training Requests, found on our Portal website at <http://doa.alaska.gov/dof/learnalaska/resource/Approval-Console.pdf> for detailed instructions for finding and approving pending training requests.

COURSE FEES:

There is a course fee associated with many of the classes listed in LearnAlaska. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.

Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.

(CC: This email is being sent as a courtesy copy to the requesting student and manager as an update on the status of this training request. The student will receive a follow-up email once all stages of the approval have been processed.)

Sender	LearnAlaska.HelpDesk@alaska.gov
Receipients	To: AccessPendingApproverEmail
Attachments	Recommended Browser Settings for LearnAlaska (Browser-Setup.pdf) Taking Action on Training Requests (Approval-Console.pdf)
Content Sharing	Push (Required) to all domains

Email Title	Access Request Approved (To: Student, Copy: Manager)
Subject	LearnAlaska Approval Request for {%ContentTitle%} in process
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%},

Your request for approval for {%ContentTitle%} has been approved by the following people (with reasons in parentheses, if provided):

{%AccessRequestPreviousStageApprovals%}

This training course requires multiple approvals. Approval is still pending from other users in the approval path. Once this request has been fully processed, you will receive a notification of the action.

Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.

(CC: This email is being sent as a courtesy copy to the requesting student, {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, and manager as an update on the status of this training request. The student will receive a follow-up email once all stages of the approval have been processed.)

Sender	LearnAlaska.HelpDesk@alaska.gov
Receipts	To: AccessRequestUserEmail CC: AccessRequestUserManagerEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-04-10:** Updated email body for message to remove message that LAK is only accessible from within the WAN. (AWT)
- **2015-09-09:** Updated email body to include information about Browser-Setup, removed detailed instructions for finding the Approval Console, included links to Browser-Setup.pdf and Approval-Console.pdf. (AWT)

Email Trigger ID-12: Access Approval: Approving User denies request to classroom course section

Approving user at any stage denies the user's request for access to a classroom course section

Base

Email Title	BASE - Access Request Denied (To: requesting user)
Subject	Access Request Denied: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, Your request for access to {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%} was denied. The following reason was provided: {%AccessRequestDenyReason%} You may submit another request at {%DomainUrl%}, or contact your Site Administrator for assistance. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Request Denied (To: requesting user)
Subject	LearnAlaska Request Denied: {%CourseTitle%} - {%ClassroomCourseSectionTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%},</p> <p>Your request to attend {%CourseTitle%} - {%ClassroomCourseSectionTitle%} was denied by {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%}. Please discuss the details of the decision with this approver.</p> <p>The following reason was provided:</p> <p>{%AccessRequestDenyReason%}</p> <p>You may submit another request at https://learn.alaska.gov/portal</p>
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Email Trigger ID-13: Access Approval: Approving User denies request to content item

Approving user at any stage denies the user's request for access to a non-course content

Base

Email Title	BASE - Access Request Denied (To: requesting user)
Subject	Access Request Denied: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%},</p> <p>Your request for access to {%ContentTitle%} was denied. The following reason was provided:</p> <p>{%AccessRequestDenyReason%}</p> <p>You may submit another request at {%DomainUrl%}, or contact your Site Administrator for assistance.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Request Denied (To: requesting user)
Subject	LearnAlaska Approval Request Denied: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%},</p> <p>Your request for approval to access {%ContentTitle%} was denied by {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%}. Please discuss the details of the decision with this approver.</p> <p>The following reason was provided:</p>

	{%AccessRequestDenyReason%}
	You may submit another request at https://learn.alaska.gov/portal
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-15: Access Approval: Specific approver is changed within an in-use path with outstanding requests affected by the change

For an in-use access approval path, the specific approver is changed. CONDITIONS: There are existing/open access requests that use that path, and the affected specific approver stage has a status of Pending

Base

Email Title	BASE - Access Approval: Specific approver is changed within an in-use path with outstanding requests affected by the change.
Subject	Added as specific approver to existing approval path
Importance	Medium
Message	Dear {%AccessNewSpecificApproverFirstName%} {%AccessNewSpecificApproverLastName%}, You were made the specific approver for a content approval path that was already associated with one or more content items and for which approval requests already exist. Please check the Access Approval console at {%DomainUrl%}, and take action on any pending requests that appear there. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipient	AccessNewSpecificApproverEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Approval: Specific approver is changed within an in-use path with outstanding requests affected by the change.
Subject	You have been added as specific approver to existing LearnAlaska approval path
Importance	Medium
Message	Dear {%AccessNewSpecificApproverFirstName%}, You were made the specific approver for a content approval path that was already associated with one or more content items and for which approval requests already exist. Please check the LearnAlaska Administration > Approval Console at https://learn.alaska.gov/portal , and take action on any pending requests that appear there. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-16: Access Approval: User cancels request to access a classroom course section

User cancels their request to access to a classroom course section that requires access approval

Base

Email Title	BASE - Cancelled Access Approval Request (To: canceling user)
Subject	Cancelled Access Approval Request: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%AccessCancelRequestUserFirstName%} {%AccessCancelRequestUserLastName%},</p> <p>This email confirms the cancellation of your request to access {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}, providing the following reason:</p> <p>{%AccessCancelRequestReason%}</p> <p>If you believe you are receiving this email in error, please contact your Site Administrator or request access again at: {%DomainUrl%}.</p> <p>- Site Administrator</p>
Sender	DomainAdministratorEmail
Recipient	AccessRequestCancelledUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Cancelled Access Approval Request (To: canceling user)
Subject	LearnAlaska Request for Approval Cancelled: {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%AccessCancelRequestUserFirstName%},</p> <p>This email confirms the cancellation of your request for approval to attend {%CourseTitle%}, providing the following reason:</p> <p>{%AccessCancelRequestReason%}</p> <p>Please note that is it the policy of some agencies to bill for student enrollment if cancellations are processed too close to the course date.</p> <p>If you believe you are receiving this email in error, please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov or request access again at: https://learn.alaska.gov/portal</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-17: Access Approval: User cancels request to access a content item

User cancels their request to access to a course, section, or content item that requires access approval

Base

Email Title	BASE - Cancel Access Approval Request (To: canceling user)
Subject	Cancelled Access Approval Request: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%AccessCancelRequestUserFirstName%} {%AccessCancelRequestUserLastName%},</p> <p>This email confirms the cancellation of your request to access {%ContentTitle%}, providing the following reason:</p>

	{%AccessCancelRequestReason%}
	If you believe you are receiving this email in error, please contact your Site Administrator or request access again at {%DomainUrl%}.
	- Site Administrator
Sender	DomainAdministratorEmail
Recipient	AccessRequestCancelledUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Cancel Access Approval Request (To: canceling user)
Subject	LearnAlaska Request for Approval to Access {%ContentTitle%} Cancelled
Importance	Medium
Message	Dear {%AccessCancelRequestUserFirstName%}, This email confirms the cancellation of your request to access {%ContentTitle%}, providing the following reason: {%AccessCancelRequestReason%} If you believe you are receiving this email in error, please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov or request access again at: https://learn.alaska.gov/portal
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-18: Access Approval: User Requests Access to content item (email to user)

User requests access to a non-course content item that requires access approval

Base

Email Title	BASE - Access Approval Request (To: requesting user)
Subject	Access Approval Request: {%ContentTitle%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, You have requested access to {%ContentTitle%} ({%ContentType%}), providing the following reason: {%AccessRequestReason%} Your request was submitted and is proceeding through the approval process. You will receive email notification when your request has been approved or denied. - Training Administrator
Sender	DomainAdministratorEmail
Recipient	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Access Approval Request (To: requesting user)
Subject	LearnAlaska Request Received - Awaiting Approval: {%ContentTitle%}

Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%},</p> <p>Your request was submitted to {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%} and is awaiting approval.</p> <p>You have requested access for the following reasons:</p> <p>{%AccessRequestReason%}</p> <p>You will receive an email notification when your request has been approved or denied. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-19: Access Approval: User rescinds a previously approved request (not last stage) for a classroom course section

Authorized user rescinds a previously approved access request (not in last stage)

Base

Email Title	BASE - Previously approved access request rescinded (to: pending approvers)
Subject	Access Approval Rescinded - {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%},</p> <p>The previous approval for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%} for the course {%CourseTitle%} - Section # # {%ClassroomCourseSectionNumber%} was rescinded.</p> <p>Due to this action, no further action is required from you at this time. If you have any questions regarding this action please contact your Site Administrator for assistance.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipient	AccessPendingApproverEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Previously approved access request rescinded (to: pending approvers)
Subject	LearnAlaska Access Approval Rescinded: {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestPendingApproverFirstName%},</p> <p>The previous approval for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%} for the course {%CourseTitle%} has been rescinded.</p> <p>Due to this action, no further action is required from you at this time. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>

Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-20: Access Approval: User rescinds a previously approved request (not last stage) for a content item

Authorized user rescinds a previously approved access request (not in last stage)

Base

Email Title	BASE - Previously approved access request rescinded (to: pending approvers)
Subject	Access Approval Rescinded - {%ContentTitle%} ({{%ContentType%}})
Importance	Medium
Message	Dear {%AccessRequestPendingApproverFirstName%} {%AccessRequestPendingApproverLastName%}, The previous approval for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%} for {%ContentTitle%} ({{%ContentType%}}) was rescinded. Due to this action, no further action is required from you at this time. If you have any questions regarding this action please contact your Site Administrator for assistance. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipient	AccessPendingApproverEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Previously approved access request rescinded (to: pending approvers)
Subject	LearnAlaska Access Approval Rescinded - {%ContentTitle%} ({{%ContentType%}})
Importance	Medium
Message	Dear {%AccessRequestPendingApproverFirstName%}, The previous approval for {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%} for {%ContentTitle%} ({{%ContentType%}}) has been rescinded. Due to this action, no further action is required from you at this time. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-21: Access Approval: User rescinds a previously approved request for a classroom course section (last stage)

In the last stage of a previously approved approval request, authorized user rescinds the approval

Base

Email Title	BASE - Previously approved access request rescinded (to: requesting user)
Subject	Access Approval Rescinded - {%CourseTitle%} - Section #

	{%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%},</p> <p>Your request for enrollment for the classroom course titled {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} was rescinded. The following reason was provided:</p> <p>{%AccessRequestRescindReason%}</p> <p>Your enrollment in this section has been cancelled. The request remains active and will continue through the approval process.</p> <p>You may contact your Site Administrator for assistance.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	To: AccessRequestUserEmail CC: AccessRequestUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Previously approved access request rescinded (to: requesting user)
Subject	LearnAlaska Access Approval Rescinded - {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%},</p> <p>Your request for enrollment for the classroom course titled {%CourseTitle%} was rescinded. The following reason was provided:</p> <p>{%AccessRequestRescindReason%}</p> <p>Your enrollment in this section has been cancelled. The request remains active and will continue through the approval process. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-22: Access Approval: User rescinds a previously approved request for a content item (last stage)

In the last stage of a previously approved approval request, authorized user rescinds the approval

Base

Email Title	BASE - Previously approved access request rescinded (to: requesting user)
Subject	Access Approval Rescinded - {%ContentTitle%} ({%ContentType%})
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%},</p> <p>Your request for access to {%ContentTitle%} ({%ContentType%}) was rescinded. The following reason was provided:</p> <p>{%AccessRequestRescindReason%}</p> <p>You will no longer be able to access this content. The request remains active and will continue through the approval process.</p>

	You may contact your Site Administrator for assistance.
	- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	To: AccessRequestUserEmail CC: AccessRequestUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Previously approved access request rescinded (to: requesting user)
Subject	LearnAlaska Access Approval Rescinded - {%ContentTitle%} ({%ContentType%})
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%}, Your request for access to {%ContentTitle%} ({%ContentType%}) has been rescinded. The following reason was provided: {%AccessRequestRescindReason%} You will no longer be able to access this content. The request remains active and will continue through the approval process. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-23: Access Approval: User rescinds a previously denied request for a classroom course section

In any stage of an approval request, authorized user rescinds previously denied access request

Base

Email Title	BASE - Previously denied access request rescinded (to: requesting user)
Subject	Access Approval Rescinded - {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, The previous action denying your request for enrollment for the classroom course titled {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} was rescinded. The following reason was provided: {%AccessRequestRescindReason%} The request remains active and will continue through the approval process. If you have any questions regarding this action please contact your Site Administrator for assistance. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	To: AccessRequestUserEmail CC: AccessRequestUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Previously denied access request rescinded (to: requesting user)
Subject	LearnAlaska Access Approval Rescinded - {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%},</p> <p>The previous action denying your request for enrollment for the classroom course titled {%CourseTitle%} was rescinded. The following reason was provided:</p> <p>{%AccessRequestRescindReason%}</p> <p>The request remains active and will continue through the approval process. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-24: Access Approval: User rescinds a previously denied request for a content item
In any stage of an approval request, authorized user rescinds a previously denied access request

Base

Email Title	BASE - Previously denied access request rescinded (to: requesting user)
Subject	Access Approval Rescinded - {%ContentTitle%} ({%ContentType%})
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%},</p> <p>The previous action denying your request for access to {%ContentTitle%} ({%ContentType%}) was rescinded. The following reason was provided:</p> <p>{%AccessRequestRescindReason%}</p> <p>The request remains active and will continue through the approval process. If you have any questions regarding this action please contact your Site Administrator for assistance.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	To: AccessRequestUserEmail CC: AccessRequestUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Previously denied access request rescinded (to: requesting user)
Subject	LearnAlaska Access Approval Rescinded - {%ContentTitle%} ({%ContentType%})
Importance	Medium
Message	<p>Dear {%AccessRequestUserFirstName%},</p> <p>The previous action denying your request for access to {%ContentTitle%} ({%ContentType%}) has been rescinded. The following reason was provided:</p> <p>{%AccessRequestRescindReason%}</p>

	The request remains active and will continue through the approval process. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-25: Access Approval: User's classroom course section request expires

The scheduled process that checks for expired classroom course section requests finds an expired request

Base

Email Title	BASE - Classroom course section request expired (to: user)
Subject	Request for {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} has expired.
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%} {%AccessRequestUserLastName%}, Your request to access {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} has expired because the enrollment end date passed before the request was approved. - Site Administrator
Sender	ContentDomainAdministratorEmail
Recipients	AccessRequestUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Classroom course section request expired (to: user)
Subject	LearnAlaska Request for Enrollment in {%CourseTitle%} has expired.
Importance	Medium
Message	Dear {%AccessRequestUserFirstName%}, Your request to enroll in the course, {%CourseTitle%}, has expired because the enrollment end date passed before the request was approved. If you believe you are receiving this email in error, please contact the LearnAlaska Help Desk or request access again at: https://learn.alaska.gov/portal
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Certification

Email Trigger ID-26: Certification: User adds certification

Certification added (to user)

Base

Email Title	BASE - Certification added (to user)
Subject	Certification Addition to Transcript

Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, The following certification has been added to your transcript: {%CertificationTitle%} You may view this item by accessing your transcript by logging in to {%DomainTitle%} at {%DomainUrl%}. If you have any questions please speak with your supervisor or HR professional
Sender	LoggedInUserEmail
Recipients	To: CertificationManageUserEmail CC:CertificationManageUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Certification added (to user)
Subject	LearnAlaska: Certification Addition to Transcript
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, The following certification has been added to your transcript: {%CertificationTitle%} You may view this item by accessing your transcript by logging into LearnAlaska at https://learn.alaska.gov/portal . If you have any questions please speak with your manager or the LearnAlaska Help Desk.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-27: Certification: User deletes certification

Certification deleted (to user)

Base

Email Title	BASE - Certification deleted (to user)
Subject	Certification Deleted from Transcript
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, The following certification has been deleted from your transcript: {%CertificationTitle%} You may view your current transcript by logging in to {%DomainTitle%} at {%DomainUrl%}. If you have any questions please speak with your supervisor or HR professional.
Sender	LoggedInUserEmail
Recipients	To: CertificationManageUserEmail CC:CertificationManageUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Certification deleted (to user)
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Subject	LearnAlaska: Certification Deleted from Transcript
Importance	Medium
Message	<p>Dear {%UserEmailRecipientFirstName%},</p> <p>The following certification has been deleted from your transcript:</p> <p>{%CertificationTitle%}</p> <p>You may view your current transcript by logging into LearnAlaska at https://learn.alaska.gov/portal. If you have any questions please speak with your manager or the LearnAlaska Help Desk.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-28: Certifications: Certification expiration date is approaching

Overnight process: Certification expiration date is approaching

Base

Email Title	BASE - Certification Expiration Approaching: {%ContentTitle%}
Subject	Certification Expiration Notice
Importance	Medium
Message	<p>Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%},</p> <p>The certification {%ContentTitle%} is set to expire {%CertificationExpirationDate%}. In order to maintain this certification, you must recertify (if a recertification option is available) or re-enroll in the certification and complete it before your current certification expires.</p> <p>If this certification expires and is contained in another certification that you currently possess, it will affect your status for the other certification.</p> <p>To view details regarding this certification, log into {%DomainTitle%} at {%DomainURL%} and access the Certifications tab within your transcript.</p> <p>- Administrator</p>
Sender	DomainAdministratorEmail
Recipients	To: CertificationManageUserEmail CC: CertificationManageUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Certification Expiration Approaching: {%ContentTitle%}
Subject	LearnAlaska Certification Expiration Notice
Importance	Medium
Message	<p>Dear {%UserEmailRecipientFirstName%},</p> <p>The certification {%ContentTitle%} is set to expire {%CertificationExpirationDate%}. In order to maintain this certification, you must recertify (if a recertification option is available) or re-enroll in the certification and complete it before your current certification expires.</p> <p>If this certification expires and is contained in another</p>

	certification that you currently possess, it will affect your status for the other certification.
	To view details regarding this certification log-in to LearnAlaska at https://learn.alaska.gov/portal and access the Certifications tab within your transcript.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Classroom Course

Email Trigger ID-29: Classroom Course: Authorized User sends email after making section changes

User clicks Send Email on the email form accessed from the Edit Section page

Base

Email Title	BASE - Email Notice Re: Course Section Change (To: enrolled users, waitlisted users)
Subject	Course Section Change Notice: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, Changes were made to the following course section. The new schedule is as follows: Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} Event Details for this Section: {%ClassroomCourseSectionEventFullInformation%}
Sender	LoggedInUserEmail
Recipients	To: ClassroomCourseSectionAllWaitlistedUsersEmail to: ClassroomCourseSectionAllEnrolledUsersEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Email Notice Re: Course Section Change (To: enrolled users, waitlisted users)
Subject	LearnAlaska Course Change Notice: {%CourseTitle%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, Changes were made to the following course section. The new schedule is as follows: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: Section Date Range:

	{%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}
	This change does not impact your status. We apologize for any inconvenience this change may have caused.
	If you are enrolled and can no longer attend please cancel your enrollment at https://learn.alaska.gov/portal .
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-30: Classroom Course: Delete Section of Classroom course

User deletes a section of a classroom course

Base

Email Title	BASE - Classroom Course Section Deleted (To: Enrolled Users)
Subject	Course Cancelled: {%CourseTitle%} - Section {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, You were enrolled in the following course section: Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} This section has been cancelled. To enroll in another section of this course, please visit: {%DomainUrl%}. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	ClassroomCourseSectionAllEnrolledUsersEmail
Content Sharing	Push (Optional) to all domains

Email Title	Classroom Course Section Deleted (To: Instructors)
Subject	Course Cancelled: {%CourseTitle%} - Section {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, You were were assigned to teach the following course section: Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} This section has been cancelled and has been removed from your training schedule. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}

Sender	LoggedInUserEmail
Recipients	ClassroomCourseSectionInstructorsEmail
Content Sharing	Push (Optional) to all domains

Email Title	Classroom Course Section Deleted (To: Waitlisted Users)
Subject	Course Cancelled: {%CourseTitle%} - Section {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, You were waitlisted in the following course section: Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} This section has been cancelled. To enroll or waitlist in another section of this course, please visit: {%DomainUrl%}. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	ClassroomCourseSectionAllWaitlistedUsersEmail
Content Sharing	Push (Optional) to all domains

Updated

Email Title	Classroom Course Section Deleted (To: Enrolled Users)
Subject	LearnAlaska Course Cancelled: {%CourseTitle%} - Section {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, You were enrolled in the following course section: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} This section has been cancelled. To enroll in another section of this course, please visit: https://learn.alaska.gov/portal . We apologize for any inconvenience this change may have caused.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Title	Classroom Course Section Deleted (To: Waitlisted Users)
Subject	LearnAlaska Course Cancelled: {%CourseTitle%} - Section {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%},

	<p>You were waitlisted for the following course section:</p> <p>Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}</p> <p>This section has been cancelled. To enroll in another section of this course, please visit: https://learn.alaska.gov/portal.</p> <p>We apologize for any inconvenience this change may have caused.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Title	Classroom Course Section Deleted (To: Instructors)
Subject	LearnAlaska Course Cancelled: {%CourseTitle%} - Section {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%UserEmailRecipientFirstName%},</p> <p>You were scheduled to teach the following course section:</p> <p>Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}</p> <p>This section has been cancelled and has been removed from your training schedule.</p> <p>We apologize for any inconvenience this change may have caused.</p>
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Email Trigger ID-31: Classroom Course: Instructor scheduled to teach event

User clicks the Save Event button, to schedule the event and its instructors and locations

Base

Email Title	BASE - Scheduled Teaching Assignment (To: instructor)
Subject	Scheduled to teach {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionEventInstructorFirstName%} {%ClassroomCourseSectionEventInstructorLastName%},</p> <p>You have been assigned to teach {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}. The event you were assigned to is {%ClassroomCourseSectionTitle%}.</p> <p>To manage this section, log into {%DomainUrl%}, and access Instructor Tools.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail

Recipients	ClassroomCourseSectionAssignedInstructorEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Scheduled Teaching Assignment (To: instructor)
Subject	LearnAlaska: Scheduled to Teach {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionEventInstructorFirstName%}, You have been scheduled to teach {%CourseTitle%}. The event you are scheduled for is: {%ClassroomCourseSectionTitle%}. To manage this section, log into LearnAlaska at https://learn.alaska.gov/portal , and access Administration > Manage Training > Instructor Tools.
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Email Trigger ID-32: Classroom Course: Send Email to enrolled users on Roster

User selects the option to email all users enrolled in a course section

Base

Email Title	BASE - Email Enrolled Users
Subject	{%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, Current scheduling information for this section is as follows: Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} Event Details for this Section: {%ClassroomCourseSectionEventFullInformation%}
Sender	LoggedInUserEmail
Recipients	ClassroomCourseSectionAllEnrolledUsersEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Email Enrolled Users
Subject	LearnAlaska: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, Current scheduling information for this section is as follows: Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}

	To view all the details for this section, please login into LearnAlaska at https://learn.alaska.gov/portal , and access the class details.
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Email Trigger ID-33: Classroom Course: User enrolled in classroom course section (batch enrollment)

Authorized user clicks the Enroll button from the Batch Enroll Users page

Base

Email Title	BASE - User enrollment in classroom course section as user (To: user, copy: manager)
Subject	Course Enrollment: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionEnrolledUserFirstName%} {%ClassroomCourseSectionEnrolledUserLastName%},</p> <p>This email is to inform you of enrollment in the following classroom course:</p> <p>Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}</p> <p>Section Title: {%ClassroomCourseSectionTitle%}</p> <p>Section Format: {%ClassroomCourseSectionFormat%}</p> <p>Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%}</p> <p>Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%}</p> <p>Event Details for this Section: {%ClassroomCourseSectionEventFullInformation%}</p> <p>This course is available to you in the Course Catalog, and it is also displayed on your My Learning Plan under the Scheduled Training section.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	To: ClassroomCourseSectionAssignedInstructorEmail CC: ClassroomCourseSectionEnrolledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User enrollment in classroom course section as user (To: user, copy: manager)
Subject	LearnAlaska Administrative Course Enrollment: {%CourseTitle%} - Section {%ClassroomCourseSectionTitle%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionEnrolledUserFirstName%},</p> <p>You have been administratively enrolled in the following course and section:</p> <p>Course: {%CourseTitle%}</p> <p>Section Info: {%ClassroomCourseSectionEventFullInformation%}</p> <p>To view all the details for this section, please login into LearnAlaska at https://learn.alaska.gov/portal. A link to this course is displayed on your Learning Plan homepage.</p> <p>Please note that there is a course fee associated with some of the</p>

classes listed in LearnAlaska. Please review the course description for course fee information. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.

Please consult the sender of this email, your manager, or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.

 (CC: Manager. This email refers to
 {%ClassroomCourseSectionEnrolledUserFirstName%}
 {%ClassroomCourseSectionEnrolledUserLastName%}'s enrollment in the
 course and section referenced above. No action is required by you at
 this time.)

Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-10-09:** Activated email trigger. Updated email subject, body, and sender (AWT)

Email Trigger ID-34: Classroom Course: User enrollment cancelled (batch enrollment)

Authorized user clicks the Cancel Enroll/Waitlist button from the Batch Enroll Users page for an enrolled user

Base

Email Title	BASE - User enrollment in classroom course section cancelled (to: user, copy: manager)
Subject	Classroom Course Enrollment Cancelled: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionEnrollCancelledUserFirstName%} {%ClassroomCourseSectionEnrollCancelledUserLastName%}, This email is to inform you that your enrollment in the following classroom course section has been cancelled: Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} The course was removed from your Transcript and My Learning Plan. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	To: ClassroomCourseCancelledUserManagerEmail CC: ClassroomCourseCancelledUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User enrollment in classroom course section cancelled (to: user, copy: manager)
Subject	LearnAlaska Course Enrollment Cancelled by Administrator:

	{%CourseTitle%} - Section {%ClassroomCourseSectionTitle%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionEnrollCancelledUserFirstName%},</p> <p>Your enrollment in the following course and section has been cancelled by an Administrator:</p> <p>Course: {%CourseTitle%} Section Info: {%ClassroomCourseSectionEventFullInformation%}</p> <p>If you feel you are receiving this email in error, contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov, or visit https://learn.alaska.gov/portal to enroll in a section of the course again. Please consult the sender of this email, your manager, or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any other questions.</p> <p>-----</p> <p>(CC: Manager. This email refers to {%ClassroomCourseSectionEnrollCancelledUserFirstName%} {%ClassroomCourseSectionEnrollCancelledUserLastName%}'s enrollment in the course and section referenced above. No action is required by you at this time.)</p>
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-10-09:** Activated email trigger. Updated email subject, body, and sender (AWT)

Email Trigger ID-35: Classroom Course: User enrollment in course section (automatically from waitlist)

User clicks the enroll button from the enrollment confirmation page for a specific section

Base

Email Title	BASE - Auto-Enrollment in Classroom Course from Waitlist (To: user, Copy: manager)
Subject	Auto-Enrollment from Waitlist: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionEnrolledUserFirstName%} {%ClassroomCourseSectionEnrolledUserLastName%},</p> <p>You were automatically enrolled in the following course and section from the waitlist:</p> <p>Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%}</p> <p>Event Details for this Section: {%ClassroomCourseSectionEventFullInformation%}</p> <p>This course was added to your My Learning Plan. If the collaboration space is active, be sure to check it for the syllabus or any pre-work for the course at {%DomainTitle%}.</p> <p>- Training Administrator</p>
Sender	DomainAdministratorEmail

Recipients	To: ClassroomCourseSectionEnrolledUserEmail CC: ClassroomCourseSectionEnrolledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Auto-Enrollment in Classroom Course from Waitlist (To: user, Copy: manager)
Subject	LearnAlaska Auto-Enrollment from Waitlist: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	High
Message	<p>Dear {%ClassroomCourseSectionEnrolledUserFirstName%},</p> <p>You were automatically enrolled in the following course and section from the waitlist:</p> <p>Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}</p> <p>To view all the details for this section, please login into LearnAlaska at https://learn.alaska.gov/portal. A link to this course is displayed on your Learning Plan located under the My Workspace menu.</p> <p>(CC: Manager. This email refers to {%ClassroomCourseSectionEnrolledUserFirstName%} {%ClassroomCourseSectionEnrolledUserLastName%}'s enrollment in the course and section referenced above.)</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-36: Classroom Course: User enrollment in course section (self enrollment)

User clicks Enroll for a classroom course section

Base

Email Title	BASE - Classroom Course Section - Self-Enrollment (To: user, Copy: manager)
Subject	Course Section Enrollment: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionEnrolledUserFirstName%} {%ClassroomCourseSectionEnrolledUserLastName%},</p> <p>This email is to confirm your enrollment in the following course and section:</p> <p>Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%}</p> <p>Event Details for this Section: {%ClassroomCourseSectionEventFullInformation%}</p> <p>This course has been added to your Personal Learning Plan. If the</p>

	Collaboration Space is active, be sure to check it for the syllabus or any pre-work for the course at {%DomainTitle%} - Training Administrator
Sender	DomainAdministratorEmail
Recipients	To: ClassroomCourseSectionEnrolledUserEmail CC: ClassroomCourseSectionEnrolledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Classroom Course Section - Self-Enrollment (To: user, Copy: manager)
Subject	LearnAlaska Course Section Enrollment: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionEnrolledUserFirstName%},</p> <p>This email is to confirm your enrollment in the following course and section:</p> <p>Course: {%CourseTitle%} Section Info: {%ClassroomCourseSectionEventFullInformation%}</p> <p>To view all the details for this section, please login into LearnAlaska at https://learn.alaska.gov/portal. A link to this course is displayed on your Learning Plan located under the My Workspace menu.</p> <p>Please note that there is a course fee associated with some of the classes listed in LearnAlaska. Please review the course description for course fee information. Your agency will be responsible for these tuition expenses and will be billed after the course has been held. It is the policy of some agencies to bill agencies for student enrollment if cancellations are processed too close to the course date or the student does not show up for the course.</p> <p>Please consult your manager or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p> <p>----- (CC: Manager. This email refers to {%ClassroomCourseSectionEnrolledUserFirstName%} {%ClassroomCourseSectionEnrolledUserLastName%}'s enrollment in the course and section referenced above.)</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Revision Log

- 2014-04-10:** Removed references to field codes in email message field: **Section Title:** *{%ClassroomCourseSectionTitle%}*, **Section Format:** *{%ClassroomCourseSectionFormat%}*, and **Section Date Range:** *{%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%}*. Added Field Code **Section Info:** *{%ClassroomCourseSectionEventFullInformation%}*. (AWT)

Email Trigger ID-37: Classroom Course: User enrollment in course section cancelled (decreased section capacity) - added to waitlist

User reduces the capacity of a section, and enrolled users have their enrollment cancelled. These users are added to the top of the waitlist

Base

Email Title	BASE - Enrollment Cancelled - Added to Waitlist
Subject	Enrollment Cancelled - Added to Waitlist: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionWaitlistedUserFirstName%} {%ClassroomCourseSectionWaitlistedUserLastName%}, The capacity in {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} was reduced. Due to this action, your enrollment was cancelled, and you were added to the waitlist. You can enroll in another section of this course at {%DomainUrl%}. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	To: ClassroomCourseSectionEnrolledUserEmail CC: ClassroomCourseSectionEnrolledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Enrollment Cancelled - Added to Waitlist
Subject	LearnAlaska Enrollment Cancelled - Added to Waitlist: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionWaitlistedUserFirstName%}, The capacity for a course you previously enrolled in has been reduced. Due to this action, your enrollment was cancelled, and you were added to the waitlist. Details of the course are as follows: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} You may enroll in another section of this course at https://learn.alaska.gov/portal .
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-38: Classroom Course: User enrollment in course section cancelled (decreased section capacity) -no waitlist.

User reduces the capacity of a section, and enrolled users have their enrollment cancelled. There is no waitlist for the user to be added to

Base

Email Title	BASE - Enrollment Cancelled - No Waitlist (To: user, Copy: manager)
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Subject	Enrollment Cancelled: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionEnrollCancelledUserFirstName%} {%ClassroomCourseSectionEnrollCancelledUserLastName%} , The capacity in {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%} was reduced. Due to this action, your enrollment was cancelled. This section does not have a waitlist. You can enroll in another section of this course at {%DomainUrl%}. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	To:ClassroomCourseCancelledUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Enrollment Cancelled - No Waitlist (To: user, Copy: manager)
Subject	LearnAlaska Enrollment Cancelled: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	High
Message	Dear {%ClassroomCourseSectionEnrollCancelledUserFirstName%}, The capacity for a course you previously enrolled in has been reduced. Due to this action, your enrollment was cancelled; this section does not have a waitlist. Details of the course are as follows: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} You may enroll in another section of this course at https://learn.alaska.gov/portal . We apologize for any inconvenience this change may have caused. (CC: Manager. This email refers to {%ClassroomCourseSectionEnrollCancelledUserFirstName%} {%ClassroomCourseSectionEnrollCancelledUserLastName%}'s enrollment cancellation for the course and section referenced above.)
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-39: Classroom Course: User enrollment in course section cancelled (self cancellation)

User clicks cancel enrollment for a classroom course section

Base

Email Title	BASE - Classroom Course Enrollment Cancellation (To: user, Copy: manager)
Subject	Enrollment Cancelled: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionEnrollCancelledUserFirstName%}

	<pre>{%ClassroomCourseSectionEnrollCancelledUserLastName%}, This email is to confirm the cancellation of your enrollment in the following course section: Course: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} If you feel you are receiving this email in error, contact your site administrator, or visit {%DomainTitle%} to enroll in a section of the course again. - Training Administrator</pre>
Sender	DomainAdministratorEmail
Recipients	To: ClassroomCourseCancelledUserEmail CC: ClassroomCourseCancelledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Classroom Course Enrollment Cancellation (To: user, Copy: manager)
Subject	LearnAlaska Enrollment Cancelled: {%CourseTitle%}
Importance	Medium
Message	<pre>Dear {%ClassroomCourseSectionEnrollCancelledUserFirstName%}, This email is to confirm the cancellation of your enrollment in the following course section: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} If you feel you are receiving this email in error, contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov, or visit https://learn.alaska.gov/portal to enroll in a section of the course again. (CC: Manager. This email refers to {%ClassroomCourseSectionEnrollCancelledUserFirstName%} {%ClassroomCourseSectionEnrollCancelledUserLastName%}'s enrollment cancellation for the course and section referenced above.)</pre>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-40: Classroom Course: User waitlist cancelled in a course section (batch enrollment)

Authorized user clicks the Cancel Enroll/Waitlist button from the Batch Enroll Users page for a waitlisted user.

Base

Email Title	BASE - User waitlist status in classroom course section cancelled (to: user, copy: manager)
Subject	Waitlist cancellation for: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%}
Importance	Medium

Message	Dear {%ClassroomCourseSectionWaitlistCancelledUserFirstName%} {%ClassroomCourseSectionWaitlistCancelledUserLastName%}, This email is to inform you that your waitlist status in the following classroom course has been cancelled: Course: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} The course was removed from your Transcript and My Learning Plan. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	To: ClassroomCourseWaitlistCancelledUserEmail CC: ClassroomCourseWaitlistCancelledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User waitlist status in classroom course section cancelled (to: user, copy: manager)
Subject	LearnAlaska Course Waitlist Status Cancelled by Administrator: {%CourseTitle%} - Section Section {%ClassroomCourseSectionTitle%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionWaitlistCancelledUserFirstName%}, This email is to inform you that your waitlist status in the following classroom course has been cancelled by an Administrator: Course: {%CourseTitle%} Section Info: {%ClassroomCourseSectionEventFullInformation%} The course has been removed from your Transcript and Learning Plan. If you feel you are receiving this email in error, contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov, or visit https://learn.alaska.gov/portal to enroll in a section of the course again. Please consult the sender of this email, your manager, or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any other questions. ----- (CC: Manager. This email refers to {%ClassroomCourseSectionWaitlistCancelledUserFirstName%} {%ClassroomCourseSectionWaitlistCancelledUserLastName%}'s status for the course and section referenced above. No action is required by you at this time.)
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-10-09:** Activated email trigger. Updated email subject, body, and sender (AWT)

Email Trigger ID-41: Classroom Course: User waitlist in a course section (self waitlist)

User clicks Waitlist for a classroom course section

Base

Email Title	BASE - Waitlist for Classroom Course (To: user, Copy: manager)
Subject	Added to Waitlist: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionWaitlistedUserFirstName%} {%ClassroomCourseSectionWaitlistedUserLastName%}, You were waitlisted in the following course and section: Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} Event Details for this Section: {%ClassroomCourseSectionEventFullInformation%} If you are enrolled in the course from the waitlist, you will receive another email notification. - Training Administrator
Sender	DomainAdministratorEmail
Recipients	To: ClassroomCourseCancelledUserEmail CC: ClassroomCourseCancelledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Waitlist for Classroom Course (To: user, Copy: manager)
Subject	LearnAlaska Added to Waitlist: {%CourseTitle%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionWaitlistedUserFirstName%}, You are waitlisted for the following course and section: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} If your status changes from the waitlist, you will receive an email notification of a change in status. Please consult your manager or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions. ----- (CC: Manager. This email refers to {%ClassroomCourseSectionWaitlistedUserFirstName%} {%ClassroomCourseSectionWaitlistedUserFirstName%}'s enrollment status in the course and section referenced above.)
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-42: Classroom Course: User waitlist in a course section cancelled (self cancellation)

User clicks cancel waitlist for a classroom course section

Base

Email Title	BASE - Classroom Course Waitlist Cancellation (To: user)
Subject	Waitlist Cancellation: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionWaitlistCancelledUserFirstName%} {%ClassroomCourseSectionWaitlistCancelledUserLastName%}, You waitlist status in the following course and section was cancelled: Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} If you feel you are receiving this email in error, contact your site administrator, or visit {%DomainTitle%} to enroll or waitlist in a section of the course again. - Training Administrator
Sender	DomainAdministratorEmail
Recipients	To: ClassroomCourseCancelledUserEmail CC: ClassroomCourseCancelledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Classroom Course Waitlist Cancellation (To: user)
Subject	LearnAlaska Waitlist Cancellation: {%CourseTitle%}
Importance	Medium
Message	Dear {%ClassroomCourseSectionWaitlistCancelledUserFirstName%}, Your waitlist status in the following course and section was cancelled: Course: {%CourseTitle%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} If you feel you have received this email in error, contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov, or visit https://learn.alaska.gov/portal to enroll in a section of the course again.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-43: Classroom Course: User waitlists in course section (batch enrollment)

Authorized user clicks the Waitlist button from the Batch Enroll Users page.

Base

Email Title	BASE - User waitlisted in classroom course section (to: user, copy: manager)
Subject	Waitlisted for Course: {%CourseTitle%} - Section # {%ClassroomCourseSectionNumber%}
Importance	Medium

Message	<p>Dear {%ClassroomCourseSectionWaitlistedUserFirstName%} {%ClassroomCourseSectionWaitlistedUserLastName%}, This email is to inform you that you were waitlisted in the following classroom course section: Course: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%} Section Title: {%ClassroomCourseSectionTitle%} Section Format: {%ClassroomCourseSectionFormat%} Section Date Range: {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%} Event Date Range: {%ClassroomCourseSectionEventStartDateTime%} - {%ClassroomCourseSectionEventEndDateTime%} {%ClassroomCourseSectionEventUserTimeZone%} Event Details for this Section: {%ClassroomCourseSectionEventFullInformation%}</p> <p>This course is available to you in the Course Catalog, and it is also displayed on your My Learning Plan under the Scheduled Training section. If space becomes available in the section, you will automatically be enrolled and receive an email informing you of your enrollment.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	To: ClassroomCourseWaitlistedUserEmail CC: ClassroomCourseWaitlistedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User waitlisted in classroom course section (to: user, copy: manager)
Subject	LearnAlaska Waitlist: {%CourseTitle%} - Section {%ClassroomCourseSectionTitle%}
Importance	Medium
Message	<p>Dear {%ClassroomCourseSectionWaitlistedUserFirstName%},</p> <p>This email is to inform you that you have been added to the WAITLIST for the following classroom course section:</p> <p>Course: {%CourseTitle%} - Section #{%ClassroomCourseSectionNumber%} Section Info: {%ClassroomCourseSectionEventFullInformation%}</p> <p>If space becomes available in the section, you will automatically be enrolled and receive an email informing you of your enrollment.</p> <p>Please consult the sender of this email, your manager, or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p> <p>-----</p> <p>(CC: Manager. This email refers to {%ClassroomCourseSectionWaitlistedUserFirstName%} {%ClassroomCourseSectionWaitlistedUserLastName%}'s enrollment in the course and section referenced above. No action is required by you at this time.)</p>
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-10-09:** Activated email trigger. Updated email subject, body, and sender (AWT)

Completion

Email Trigger ID-44: Completion: User obtains completion for a content item from an authorized user

The authorized user gives completion for a content item to user

Base

Email Title	BASE - Completion: User obtains completion for a content item from an authorized user
Subject	Completion - {%ContentTitle%}
Importance	Medium
Message	Dear {%OverrideUserFirstName%} {%OverrideUserLastName%}, You received completion for {%ContentTitle%}. You can view the details by logging into {%DomainTitle%} at {%DomainURL%}, and accessing your transcript. Consult your manager or appropriate administrator if you have any questions. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	To: OverrideUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Completion: User obtains completion for a content item from an authorized user
Subject	LearnAlaska Completion: {%ContentTitle%}
Importance	Medium
Message	Dear {%OverrideUserFirstName%}, You received completion for {%ContentTitle%}. You may view the details of this completion by logging into LearnAlaska at https://learn.alaska.gov/portal , and accessing your transcript. Please consult your manager or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Content

Email Trigger ID-45: Content: User marks a content item complete

User clicks the Mark Complete button for a content item on the Mark Complete page

Base

Email Title	BASE - Marked Complete: User Marks Content Completion (To: user)
Subject	Training Completed: {%ContentTitle%}
Importance	Medium
Message	Dear {%ContentCompletedUserFirstName%} {%ContentCompletedUserLastName%},

	This email is to confirm that you have marked the following content item as being complete: {%ContentTitle%} ({%ContentType%})
	- Training Administrator
Sender	DomainAdministratorEmail
Recipients	To: ContentCompletedUserEmail CC: ContentCompletedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Marked Complete: User Marks Content Completion (To: user)
Subject	LearnAlaska Training Completed: {%ContentTitle%}
Importance	Medium
Message	Dear {%ContentCompletedUserFirstName%}, This email is to confirm that you have marked the following content item as being complete: {%ContentTitle%} ({%ContentType%}) You can view the details of this completion by logging into LearnAlaska at https://learn.alaska.gov/portal , and accessing your transcript. Please consult your manager or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Curriculum

Email Trigger ID-46: Curriculum: User cancel enrollment in curriculum (self-cancellation)

User clicks Cancel Enrollment for a curriculum

Base

Email Title	BASE - User self-cancels curriculum enrollment (To: user; CC: manager)
Subject	Enrollment cancelled for Curriculum: {%CurriculumTitle%}
Importance	Medium
Message	Dear {%CurriculumCancelledUserFirstName%} {%CurriculumCancelledUserLastName%}, This email is to confirm the cancellation of your enrollment in the following curriculum: {%CurriculumTitle%}. If you started any of the training activities in this curriculum, your progress data for those activities is maintained and you will continue to have access to these started training activities. - Training Administrator
Sender	DomainAdministratorEmail
Recipients	To: CurriculumEnrolledUserEmail CC: CurriculumEnrolledUserManagerEmail

Content Sharing Push (Required) to all domains

Updated

Email Title	User self-cancels curriculum enrollment (To: user)
Subject	LearnAlaska enrollment cancelled for Curriculum: {%CurriculumTitle%}
Importance	Medium
Message	Dear {%CurriculumCancelledUserFirstName%}, This email is to confirm the cancellation of your enrollment in the following curriculum: {%CurriculumTitle%} If you started any of the training activities in this curriculum, your progress data for those activities is maintained and you will continue to have access to these started training activities.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-47: Curriculum: User enrollment in curriculum (self enrollment) (complete)

User clicks Enroll for a curriculum. The user has already completed all of the training activities in the curriculum

Base

Email Title	BASE - User Self-Enrollment in Curriculum (Already Completed) (To: user, CC: manager)
Subject	Curriculum Enrollment: {%CurriculumTitle%}
Importance	Medium
Message	Dear {%CurriculumEnrolledUserFirstName%} {%CurriculumEnrolledUserLastName%}, You recently enrolled in the curriculum: {%CurriculumTitle%}. According to your records, you have already completed all required training activities in the curriculum. The curriculum will appear as complete on your Transcript. You may still access this curriculum and any training activities within it. - Training Administrator
Sender	DomainAdministratorEmail
Recipients	CC: CurriculumEnrolledUserEmail TO: CurriculumEnrolledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User Self-Enrollment in Curriculum (Already Completed) (To: user)
Subject	LearnAlaska Curriculum Enrollment: {%CurriculumTitle%}
Importance	Medium
Message	Dear {%CurriculumEnrolledUserFirstName%}, You recently enrolled in the curriculum: {%CurriculumTitle%}. According to your records, you have already completed all required training activities in the curriculum. The curriculum will appear as complete on your Transcript. You may still access this curriculum and any training activities within it.

	Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-48: Curriculum: User enrollment in curriculum (self enrollment) (not complete)

User clicks Enroll for a curriculum. The user has not completed all of the training activities in the curriculum

Base

Email Title	BASE - User Self-Enrollment in Curriculum (Not Completed) (To: user, CC: manager)
Subject	Curriculum Enrollment: {%CurriculumTitle%}
Importance	Medium
Message	<p>Dear {%CurriculumEnrolledUserFirstName%} {%CurriculumEnrolledUserLastName%},</p> <p>This email is to confirm your enrollment in the following curriculum: Curriculum: {%CurriculumTitle%} Collaboration Space: {%CurriculumCollaborationSpace%}</p> <p>Prescribed order training activities: {%CurriculumLearningActivitiesPrescribed%}</p> <p>Elective order training activities: {%CurriculumLearningActivitiesElective%}</p> <p>You may now access this curriculum. If there are any classroom courses in this curriculum, be sure to enroll in a section for each classroom course. The sections valid for this curriculum are available from the Curriculum page.</p> <p>- Training Administrator</p>
Sender	DomainAdministratorEmail
Recipients	TO: CurriculumEnrolledUserEmail CC: CurriculumEnrolledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User Self-Enrollment in Curriculum (Not Completed) (To: user, CC: manager)
Subject	LearnAlaska Curriculum Enrollment: {%CurriculumTitle%}
Importance	Medium
Message	<p>Dear {%CurriculumEnrolledUserFirstName%},</p> <p>This email is to confirm your enrollment in the following curriculum: Curriculum: {%CurriculumTitle%} Collaboration Space: {%CurriculumCollaborationSpace%}</p> <p>Training activities that must be completed in a set order include: {%CurriculumLearningActivitiesPrescribed%}</p> <p>Training activities that may be completed in any order you prefer include:</p>

	{%CurriculumLearningActivitiesElective%}
	You may now access this curriculum. If there are any classroom courses in this curriculum, be sure to enroll in a section for each classroom course. The sections valid for this curriculum are available from the Curriculum page.
	(CC: Manager. This email refers to {%CurriculumEnrolledUserFirstName%} {%CurriculumEnrolledUserLastName%}'s enrollment in the curriculum referenced above.)
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-49: Curriculum: User enrolls in curriculum (classroom course enrollment alert)

User enrolls in a curriculum which contains one or more classroom courses (content type = course, and delivery method = classroom)

Base

Email Title	BASE - Classroom Course Enrollment Reminder for a Curriculum (To: user)
Subject	Classroom Course Enrollment Reminder for a Curriculum: {%CurriculumTitle%}
Importance	Medium
Message	Dear {%CurriculumEnrolledUserFirstName%} {%CurriculumEnrolledUserLastName%}, You recently enrolled in the curriculum: {%CurriculumTitle%}. This email is to remind you to enroll in the following classroom courses included in this curriculum: {%CurriculumClassroomCourses%} To be sure you enroll in a section that will count towards curriculum completion, enroll in an available section for the classroom course from the Curriculum page. - Training Administrator
Sender	DomainAdministratorEmail
Recipients	TO: CurriculumEnrolledUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Classroom Course Enrollment Reminder for a Curriculum (To: user)
Subject	LearnAlaska Classroom Course Enrollment Reminder for a Curriculum: {%CurriculumTitle%}
Importance	Medium
Message	Dear {%CurriculumEnrolledUserFirstName%}, You recently enrolled in the curriculum: {%CurriculumTitle%}. This email is to remind you to enroll in the following classroom courses included in this curriculum: {%CurriculumClassroomCourses%} To be sure you enroll in a section that will count towards curriculum completion, enroll in an available section for the classroom course

	from the Curriculum page accessible through the Learning Center > Course Catalog or your Learning Plan.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-50: Curriculum: Valid section is removed from curriculum

Authorized user removes a valid section from a curriculum, and users enrolled in the curriculum are enrolled in that section

Base

Email Title	BASE - Classroom Course Section Removed from Curriculum (To: user)
Subject	Classroom Course Section Removed from Curriculum: {%CurriculumTitle%}
Importance	Medium
Message	<p>Dear {%CurriculumEnrolledUserFirstName%} {%CurriculumEnrolledUserLastName%},</p> <p>You are enrolled in the curriculum: {%CurriculumTitle%} and in the following section of the classroom course {%CourseTitle%}: {%ClassroomCourseSectionTitle%} (#{%ClassroomCourseSectionNumber%}) Section Format: {%ClassroomCourseSectionFormat%} {%ClassroomCourseSectionStartDate%} - {%ClassroomCourseSectionEndDate%}</p> <p>This email is to information you that this section will no longer count towards curriculum completion. It is recommended that you cancel enrollment in this section and enroll in a section that will count towards curriculum completion. You can do this from the curriculum launch page.</p> <p>- Training Administrator</p>
Sender	LoggedInUserEmail
Recipients	TO: CurriculumEnrolledUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Classroom Course Section Removed from Curriculum (To: user)
Subject	LearnAlaska Classroom Course Section Removed from Curriculum: {%CurriculumTitle%}
Importance	Medium
Message	<p>Dear {%CurriculumEnrolledUserFirstName%},</p> <p>You are enrolled in the curriculum: {%CurriculumTitle%} and in the following section of the classroom course {%CourseTitle%}: {%ClassroomCourseSectionTitle%}, Section Format: {%ClassroomCourseSectionFormat%}</p> <p>This email is to inform you that this section will no longer count towards curriculum completion. It is recommended that you cancel enrollment in this section and enroll in a section that will count towards curriculum completion.</p> <p>You may do this from the curriculum launch page accessible through the Learning Center > Course Catalog or your Learning Plan.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

External Learning

INACTIVE - Email Trigger ID-79: External Learning: Authorized user takes action on an external learning request

Authorized user takes action on an external learning request on behalf of a user

Base

Email Title	BASE - Authorized user takes action on your external learning request
Subject	Authorized User Takes Action on Your External Learning Request: {ContentTitle%}
Importance	Medium
Message	<p>Dear {ExternalLearningUserFirstName%} {ExternalLearningUserLastName%},</p> <p>Your request to receive progress for {ContentTitle%} has been {ExternalLearningUserStatus%}. The following reason was provided: {ExternalLearningActionReason%}. If this external learning item was associated with another content type and is required, you will be unable to satisfy the assignment until you receive an approval for this external learning item.</p> <p>You may place another request at {DomainURL%}, or contact your Site Administrator for assistance.</p> <p>- {LoggedInUserFirstName%} {LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	ExternalLearningUserEmail
Content Sharing	Push (Required) to all domains

INACTIVE - Email Trigger ID-80: External Learning: User Requests Approval for an External Learning Item (email to approver)

User requests approval for an external learning item that requires review by clicking Submit Request

Base

Email Title	BASE - External learning request (to approver)
Subject	External Learning Request: {ContentTitle%}
Importance	Medium
Message	<p>Dear {ExternalLearningAdminFirstName%} {ExternalLearningAdminLastName%},</p> <p>The user {ExternalLearningUserFirstName%} {ExternalLearningUserLastName%} has requested an approval for {ContentTitle%}. The user provided the following reason {ExternalLearningReason%}.</p> <p>Please take action on this request using the External Learning Console at {DomainURL%}.</p> <p>- Administrator</p>
Sender	DomainAdministratorEmail
Recipients	ExternalLearningUserEmail
Content Sharing	Push (Required) to all domains

INACTIVE - Email Trigger ID-81: External Learning: User requests approval for an external learning item (To user)

User requests approval for an external learning item that requires review by clicking Submit Request

Base

Email Title	BASE - External Learning request (to user)
Subject	External Learning Request {%ContentTitle%}
Importance	Medium
Message	Dear {%ExternalLearningUserFirstName%} {%ExternalLearningUserLastName%}, You have requested access to: {%ContentTitle%}, providing the following reason: {%ExternalLearningReason%}. Your request has been submitted for review and you will receive an email notification when your request has been approved or denied. - Administrator
Sender	DomainAdministratorEmail
Recipients	ExternalLearningUserEmail
Content Sharing	Push (Required) to all domains

Login

Email Trigger ID-85: Login: Email Administrator

User clicks the Email Administrator link

Base

Email Title	BASE - Email Administrator
Subject	Email from Login page of {%DomainTitle%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, This email is being sent to you from the Login page of {%DomainTitle%}.
Sender	LoggedInUserEmail
Recipients	DomainAdministratorEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Email Administrator
Subject	Email from LearnAlaska Login page of {%DomainTitle%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, This email is being sent to you from the Login page of LearnAlaska.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Online Course

INACTIVE - Email Trigger ID-89: Online Course: User enrollment in online course (self enrollment)

User clicks Enroll for an online course (SCORM 2004, SCORM 1.2, AICC and General Courseware)

Base

Email Title	BASE - Online Course Enrollment Confirmation (To: user)
Subject	Enrollment in Online Course: {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%OnlineCourseEnrolledUserFirstName%} {%OnlineCourseEnrolledUserLastName%},</p> <p>This email is to confirm your enrollment in the following online course: {%CourseTitle%}.</p> <p>The course will appear on your personal Learning Plan in the {%DomainTitle%} until you have completed the course. Visit the site at {%DomainUrl%} to start the course.</p> <p>- Training Administrator</p>
Sender	DomainAdministratorEmail
Recipients	TO: OnlineCourseEnrolledUserEmail CC: OnlineCourseEnrolledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Online Course Enrollment Confirmation (To: user)
Subject	LearnAlaska Enrollment in Online Course: {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%OnlineCourseEnrolledUserFirstName%},</p> <p>This email is to confirm your enrollment in the following online course: {%CourseTitle%}.</p> <p>The course will appear on your personal Learning Plan in LearnAlaska until you have completed the course. Visit the site at https://learn.alaska.gov/portal to begin the course.</p> <p>-----</p> <p>(CC: Manager. This email refers to {%OnlineCourseEnrolledUserFirstName%} {%OnlineCourseEnrolledUserLastName%}'s enrollment in the course referenced above.)</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-07-31:** Added note to message body to User Manager (AWT)
- **2014-11-18:** Inactivated email trigger (AWT)

INACTIVE - Email Trigger ID-90: Online Course: User enrollment in online course cancelled (self cancellation)

User clicks Cancel Enrollment for an online course

Base

Email Title	BASE - Online Course Enrollment Cancellation (To: User)
Subject	Cancellation in Course: {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%OnlineCourseEnrollCancelledUserFirstName%} {%OnlineCourseEnrollCancelledUserLastName%},</p> <p>This email is to confirm your cancellation in the online course: {%CourseTitle%}.</p> <p>If you feel that you are receiving this email in error, please visit {%DomainTitle%} at {%DomainUrl%} to contact a Site Administrator or enroll again in the course.</p> <p>- Training Administrator</p>
Sender	DomainAdministratorEmail
Recipients	TO: OnlineCourseCancelledUserEmail CC: OnlineCourseCancelledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Online Course Enrollment Cancellation (To: User)
Subject	LearnAlaska Cancellation in Course: {%CourseTitle%}
Importance	Medium
Message	<p>Dear {%OnlineCourseEnrollCancelledUserFirstName%},</p> <p>This email is to confirm your cancellation in the online course: {%CourseTitle%}.</p> <p>If you believe you are receiving this email in error, please contact the LearnAlaska Help Desk or request access again at: https://learn.alaska.gov/portal</p> <p>----- (CC: Manager. This email refers to {%OnlineCourseEnrollCancelledUserFirstName%} {%OnlineCourseEnrollCancelledUserLastName%}'s cancellation for the course referenced above.)</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-07-31:** Added note to message body to User Manager (AWT)
- **2014-11-18:** Inactivated email trigger (AWT)

Personal Learning Event

Email Trigger ID-94: Personal Learning Event: Personal learning event added to user transcript

Authorized user adds a personal learning event to a user transcript

Base

Email Title	BASE - Personal training event added to user transcript.
Subject	Personal Learning Event Added
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, This email is to inform you that the personal learning event {%PersonalLearningEventTitle%} has been added to your transcript. Please use your current login and password in order to access the system. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	TO: PersonalLearningEventAddedUserEmail CC: PersonalLearningEventAddedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	External training event added to user transcript.
Subject	LearnAlaska: External Learning Event Added
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, This email is to inform you that the external learning event: {%PersonalLearningEventTitle%} has been added to your transcript. You may view the details of this action by logging into LearnAlaska at https://learn.alaska.gov/portal , and accessing your transcript. Please consult your manager or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-95: Personal Learning Event: Personal learning event removed from user transcript

Authorized user removes a personal learning event from the user's transcript

Base

Email Title	BASE - Personal training event removed from user transcript.
Subject	Personal Learning Event Removed
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, This email is to inform you that the personal learning event {%PersonalLearningEventTitle%} has been removed from your transcript. Please use your current login and password in order to access the system.

	- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	TO: PersonalLearningEventRemovedUserEmail CC: PersonalLearningEventRemovedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	External training event removed from user transcript.
Subject	LearnAlaska: External Learning Event Removed
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, This email is to inform you that the external learning event: {%PersonalLearningEventTitle%} has been removed from your transcript. You may view the details of this action by logging into LearnAlaska at https://learn.alaska.gov/portal , and accessing your transcript. Please consult your manager or the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Required Training

Email Trigger ID-96: Required Training: Overnight script status

System checks to see if scheduled required training script successfully ran

Base

Email Title	BASE - System checks to see if scheduled required training script successfully ran.
Subject	Required Training Script Status: {%RequiredTrainingScriptStatus%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%} {%UserEmailRecipientLastName%}, The status of required training script run on {%CoreDomainTitle%} at {%CoreDomainURL%} is: {%RequiredTrainingScriptStatus%}. If the script succeeded, past training periods were closed, new periods were created, reminder emails were sent, and incomplete training period emails were sent. If the script failed, none of these things happened. - Domain Administrator
Sender	DomainAdministratorEmail
Recipients	TO: DomainAdministratorEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	System checks to see if scheduled required training script successfully ran.
Subject	LearnAlaska Required Training Script Status:

	{%RequiredTrainingScriptStatus%}
Importance	Medium
Message	Dear {%UserEmailRecipientFirstName%}, The status of required training script run for LearnAlaska was: {%RequiredTrainingScriptStatus%}. If the script succeeded, past training periods were closed, new periods were created, reminder emails were sent, and incomplete training period emails were sent. If the script failed, none of these actions were processed.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-97: Required Training: Required training deadline notification

User has not completed a required training assignment for a training period. The Email Reminder Trigger indicates that a reminder email should be sent

Base

Email Title	BASE - Required training assignment deadline notification
Subject	Required Training Assignment Deadline Approaching: {%ContentTitle%}
Importance	Medium
Message	Dear {%RequiredTrainingAssignedUserFirstName%} {%RequiredTrainingAssignedUserLastName%}, The deadline for a required training assignment is approaching. The following training was assigned to you: Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Training Period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%} Please note the deadline for completion is {%RequiredTrainingPeriodEndDateTime%}. Please log into {%RequiredTrainingAssignedUserPrimaryDomainTitle%} at {%RequiredTrainingAssignedUserPrimaryDomainUrl%} to complete this assignment. If you have any questions regarding this training assignment please speak with your manager. - Domain Administrator
Sender	DomainAdministratorEmail
Recipients	RequiredTrainingAssignedUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Required training assignment deadline notification
Subject	LearnAlaska Required Training Assignment Deadline Approaching: {%ContentTitle%}
Importance	Medium
Message	Dear {%RequiredTrainingAssignedUserFirstName%}, The deadline for a required training assignment is approaching. The following training assigned to you:

	<p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Training Period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}</p> <p>Please note the deadline for completion is {%RequiredTrainingPeriodEndDateTime%}. Please log into LearnAlaska at https://learn.alaska.gov/portal to complete this assignment.</p> <p>If you have any questions regarding this training assignment please speak with your manager.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-98: Required Training: Training assignment is cancelled for a user, job title, role, or organization

From the Required Training page, the user selects the entity, clicks the Cancel Training button, and clicks OK to the JS confirmation

Base

Email Title	BASE - Training assignment cancelled.
Subject	Required Training Assignment Cancelled: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingCancelledUserFirstName%} {%RequiredTrainingCancelledUserLastName%},</p> <p>The following training assignment was cancelled: Content Title: {%ContentTitle%} Content Type: {%ContentType%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} ({%RequiredTrainingAssignmentTypeTitle%}) Assignment Date: {%RequiredTrainingAssignmentDate%} Cancellation Date: {%RequiredTrainingAssignmentCancelDate%} Cancelled Training Period: {%RequiredTrainingPeriodCancelled%}</p> <p>You are no longer responsible for satisfying this required training assignment and the cancelled training period has been removed from your Learning Plan.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	RequiredTrainingCancelledUserEmail CC: RequiredTrainingCancelledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Training assignment cancelled.
Subject	LearnAlaska Required Training Assignment Cancelled: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingCancelledUserFirstName%},</p> <p>The following training assignment was cancelled:</p>

	<p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} ({%RequiredTrainingAssignmentTypeTitle%}) Assignment Date: {%RequiredTrainingAssignmentDate%} Cancellation Date: {%RequiredTrainingAssignmentCancelDate%} Cancelled Training Period: {%RequiredTrainingPeriodCancelled%}</p> <p>You are no longer responsible for satisfying this required training assignment and the cancelled training period has been removed from your Learning Plan.</p> <p>If you have any questions regarding this training assignment please speak with your manager.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-99: Required Training: User failed to complete a training assignment by the end of the training period

User did not complete a training assignment by the end of the training period. The period was closed with a status of incomplete

Base

Email Title	BASE - User failed to complete a training assignment by the end of the training period
Subject	Incomplete Training Assignment: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%} {%RequiredTrainingAssignedUserLastName%},</p> <p>The following was assigned to you to complete as required training: Content Title: {%ContentTitle%} Content Type: {%ContentType%} Training Period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}</p> <p>This assignment was not completed by the due date, and you have a status of incomplete for this training period. You may view the status of this training assignment by accessing your Transcript.</p> <p>- Training Administrator</p>
Sender	DomainAdministratorEmail
Recipients	RequiredTrainingAssignedUserEmail CC: RequiredTrainingAssignedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User failed to complete a training assignment by the end of the training period
Subject	LearnAlaska Incomplete Training Assignment: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%},</p> <p>The following was assigned to you to complete as required training:</p>

	<p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Training Period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}</p> <p>This assignment was not completed by the due date, and you have a status of incomplete for this training period. You may view the status of this training assignment by accessing your Transcript.</p> <p>If you have any questions regarding this training assignment please speak with your manager.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-100: Required Training: User failed to complete training assignment by end of training period and extension period was applied

User did not complete a training assignment by the end of the training period. An extension period was applied to the training period allowing the user additional time to complete the assignment

Base

Email Title	BASE - User failed to complete training assignment by end of training period but has extension
Subject	Required Training Assignment Extension
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%} {%RequiredTrainingAssignedUserLastName%}, You were assigned to complete the following required training: Content Title: {%ContentTitle%} Content Type: {%ContentType%} Training Period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}</p> <p>You were given an extension, allowing you additional time to complete this training assignment. You have until {%RequiredTrainingPeriodExtensionDueDate%} to complete training assignment in order to satisfy the training period. If the assignment is not completed by the extension date, you will receive an incomplete for the training period.</p> <p>You may view the status of this training assignment by accessing your Transcript.</p> <p>- Training Administrator</p>
Sender	DomainAdministratorEmail
Recipients	RequiredTrainingAssignedUserEmail CC: RequiredTrainingAssignedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User failed to complete training assignment by end of training period but has extension
Subject	LearnAlaska Required Training Assignment Extension
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%},</p> <p>You were assigned to complete the following required training:</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%}</p>

	<p>Training Period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}</p> <p>You have been given an extension, allowing you additional time to complete this training assignment. You have until {%RequiredTrainingPeriodExtensionDueDate%} to complete this assignment in order to satisfy the training period. If the assignment is not completed by the extension date, you will receive an incomplete for the training period.</p> <p>You may view the status of this training assignment by accessing your Personal Learning Plan.</p> <p>If you have any questions regarding this training assignment please speak with your manager.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Email Trigger ID-101: Required Training: User is added to a role, organization, or job title and inherits a required training assignment with no deadline

User is added to a user group that already has a required training assignment with no deadline. A user is added to a user group by being added to a role OR by selecting a job title OR by selecting an organization

Base

Email Title	BASE - User added to a role, job title, or organization that has a training assignment (without a deadline)
Subject	New Training Assignment {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%} {%RequiredTrainingAssignedUserLastName%},</p> <p>The following content was assigned to you as required training because you were added to the {%RequiredTrainingAssignmentType%} {%RequiredTrainingAssignmentTypeTitle%}.</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Assignment Type: {%RequiredTrainingAssignmentType%} Assignment Date: {%RequiredTrainingAssignmentDate%}</p> <p>There is no deadline associated with this training assignment. This assignment will appear on your Learning Plan until you have completed it.</p> <p>In the event that you have already completed this content at the time of assignment, the training is still considered complete, and it will not appear on your Personal Learning Plan. However, a record of your completion is available on your Transcript. Please log into {%RequiredTrainingAssignedUserPrimaryDomainTitle%} at {%RequiredTrainingAssignedUserPrimaryDomainUrl%} to complete this assignment.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	RequiredTrainingAssignedUserEmail CC:

	RequiredTrainingAssignedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User added to a role, job title, or organization that has a training assignment (without a deadline)
Subject	LearnAlaska New Training Assignment {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%},</p> <p>The following content was assigned to you as required training because you were added to the {%RequiredTrainingAssignmentType%} {%RequiredTrainingAssignmentTypeTitle%}.</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Assignment Type: {%RequiredTrainingAssignmentType%} Assignment Date: {%RequiredTrainingAssignmentDate%}</p> <p>There is no deadline associated with this training assignment. This assignment will appear on your Learning Plan until you have completed it. Please log into LearnAlaska at https://learn.alaska.gov/portal to complete this assignment.</p> <p>In the event that you have already completed this content at the time of assignment, the training is still considered complete, and it will not appear on your Personal Learning Plan. However, a record of your completion is available on your Transcript.</p> <p>If you have any questions regarding this training assignment please speak with your manager.</p> <p>HELPFUL HINT: Please take a moment to update your browser settings before using LearnAlaska; you may refer to a helpful reference document posted at http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf for assistance.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Recipients	REMOVE CC: RequiredTrainingAssignedUserManagerEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-07-10:** Added reference to Browser Settings document to email message. (AWT)

Email Trigger ID-102: Required Training: User is added to a role, organization, or job title and inherits assigned training with a deadline

User is added to a user group that already has a required training assignment. A user is added to a user group by being added to a role OR by selecting a job title OR by selecting an organization

Base

Email Title	BASE - User added to a role, organization, or job title that has a training assignment with a deadline
Subject	New Training Assignment: {%ContentTitle%}
Importance	Medium

Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%} {%RequiredTrainingAssignedUserLastName%},</p> <p>The following training assignment has been assigned to you because you were added to the {%RequiredTrainingAssignmentType%} {%RequiredTrainingAssignmentTypeTitle%}.</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} Assignment Date: {%RequiredTrainingAssignmentDate%} Recurring Assignment? {%RequiredTrainingRecurringAssignment%} Recurrence Period: {%RequiredTrainingRecurrenceTimePeriod%}</p> <p>This assignment must be completed within the following initial training period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}</p> <p>If this is a recurring assignment, you will be required to complete this assignment on a regular basis according to the recurrence period above. If there is no recurrence period, you will only have to complete the assignment once.</p> <p>This assignment will appear on the Training Assignments tab of the Transcript, and the current training period will display on the Learning Plan until you have satisfied the requirement. Please log into {%RequiredTrainingAssignedUserPrimaryDomainTitle%} at {%RequiredTrainingAssignedUserPrimaryDomainUrl%} to complete this assignment.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	RequiredTrainingAssignedUserEmail CC: RequiredTrainingAssignedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User added to a role, organization, or job title that has a training assignment with a deadline
Subject	LearnAlaska New Training Assignment: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%},</p> <p>The following training assignment has been assigned to you because you were added to the {%RequiredTrainingAssignmentType%} {%RequiredTrainingAssignmentTypeTitle%}.</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} Assignment Date: {%RequiredTrainingAssignmentDate%} Recurring Assignment? {%RequiredTrainingRecurringAssignment%} Recurrence Period: {%RequiredTrainingRecurrenceTimePeriod%}</p> <p>This assignment must be completed within the following initial</p>

training period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}. Please log into LearnAlaska at <https://learn.alaska.gov/portal> to complete this assignment.

If this is a recurring assignment, you will be required to complete this assignment on a regular basis according to the recurrence period above. If there is no recurrence period, you will only have to complete the assignment once.

This assignment will appear on the Training Assignments tab of your Transcript, and the current training period will display on your Learning Plan until you have satisfied the requirement.

If you have any questions regarding this training assignment please speak with your manager.

HELPFUL HINT: Please take a moment to update your browser settings before using LearnAlaska; you may refer to a helpful reference document posted at <http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf> for assistance.

Sender LearnAlaska.HelpDesk@alaska.gov

Content Sharing Push (Required) to all domains

Revision Log

- **2014-07-10:** Added reference to Browser Settings document to email message. (AWT)

Email Trigger ID-103: Required Training: User is assigned recurring or non-recurring training with a deadline

User is assigned recurring or non-recurring training with a deadline (as a user or as member of user group)

Base

Email Title	BASE - User is assigned recurring or non-recurring training with a deadline
Subject	New Training Assignment: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%} {%RequiredTrainingAssignedUserLastName%},</p> <p>The following content was assigned to you as required training that you need to complete.</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} ({%RequiredTrainingAssignmentTypeTitle%}) Assignment Date: {%RequiredTrainingAssignmentDate%} Recurring assignment? {%RequiredTrainingRecurringAssignment%} Recurrence period: {%RequiredTrainingRecurrenceTimePeriod%}</p> <p>This assignment must be completed within the following initial training period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}</p>

If this is a recurring assignment, you will be required to complete this assignment on a regular basis according to the recurrence period above. If there is no recurrence period, you will only have to complete the assignment once.

This assignment will appear on the Training Assignments tab of your Transcript, and the current training period will display on the Learning Plan until you have satisfied the requirement. Please log into {%RequiredTrainingAssignedUserPrimaryDomainTitle%} at {%RequiredTrainingAssignedUserPrimaryDomainUrl%} to complete this assignment.

- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}

Sender	LoggedInUserEmail
Recipients	RequiredTrainingAssignedUserEmail CC: RequiredTrainingAssignedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User is assigned recurring or non-recurring training with a deadline
Subject	LearnAlaska New Training Assignment: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%},</p> <p>The following content was assigned to you as required training that you need to complete.</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} ({%RequiredTrainingAssignmentTypeTitle%}) Assignment Date: {%RequiredTrainingAssignmentDate%} Recurring assignment? {%RequiredTrainingRecurringAssignment%} Recurrence period: {%RequiredTrainingRecurrenceTimePeriod%}</p> <p>This assignment must be completed within the following initial training period: {%RequiredTrainingPeriodStartDateTime%} - {%RequiredTrainingPeriodEndDateTime%}. Please log into LearnAlaska at https://learn.alaska.gov/portal to complete this assignment.</p> <p>If this is a recurring assignment, you will be required to complete this assignment on a regular basis according to the recurrence period above. If there is no recurrence period, you will only have to complete the assignment once.</p> <p>This assignment will appear on the Training Assignments tab of your Transcript, and the current training period will display on your Learning Plan until you have satisfied the requirement.</p> <p>If you have any questions regarding this training assignment please speak with your manager.</p> <p>HELPFUL HINT: Please take a moment to update your browser settings before using LearnAlaska; you may refer to a helpful reference document posted at http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf for assistance.</p>

Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-07-10:** Added reference to Browser Settings document to email message. (AWT)

Email Trigger ID-104: Required Training: User is given required training assignment without start/deadline date

User assigned training with no start/deadline date (either as user or member of a user group)

Base

Email Title	BASE - User assigned required training without start/deadline date
Subject	New Training Assignment: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%} {%RequiredTrainingAssignedUserLastName%},</p> <p>The following content was assigned to you to complete as required training:</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Assignment Type: {%RequiredTrainingAssignmentType%} ({%RequiredTrainingAssignmentTypeTitle%}) Assignment Date: {%RequiredTrainingAssignmentDate%}</p> <p>There is no deadline associated with this training assignment. This assignment will appear on your Learning Plan until you have completed it. In the event that you have already completed this content at the time of assignment, the training assignment is considered complete, and it will not appear on your Personal Learning Plan. However, a record of your completion is available on your Transcript. Please log into {%RequiredTrainingAssignedUserPrimaryDomainTitle%} at {%RequiredTrainingAssignedUserPrimaryDomainUrl%} to complete this assignment.</p> <p>- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}</p>
Sender	LoggedInUserEmail
Recipients	RequiredTrainingCancelledUserEmail CC: RequiredTrainingCancelledUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User assigned required training without start/deadline date
Subject	LearnAlaska New Training Assignment: {%ContentTitle%}
Importance	Medium
Message	<p>Dear {%RequiredTrainingAssignedUserFirstName%},</p> <p>The following content was assigned to you to complete as required training:</p> <p>Content Title: {%ContentTitle%} Content Type: {%ContentType%} Content Activity: {%ContentActivity%} Assignment Type: {%RequiredTrainingAssignmentType%}</p>

	<pre> ({%RequiredTrainingAssignmentTypeTitle%}) Assignment Date: {%RequiredTrainingAssignmentDate%} There is no deadline associated with this training assignment. This assignment will appear on your Learning Plan until you have completed it. Please log into LearnAlaska at https://learn.alaska.gov/portal to complete this assignment. This assignment will appear on the Training Assignments tab of your Transcript, and the current training period will display on your Learning Plan until you have satisfied the requirement. In the event that you have already completed this content at the time of assignment, the training assignment is considered complete, and it will not appear on your Personal Learning Plan. However, a record of your completion is available on your Transcript. If you have any questions regarding this training assignment please speak with your manager. HELPFUL HINT: Please take a moment to update your browser settings before using LearnAlaska; you may refer to a helpful reference document posted at http://doa.alaska.gov/dof/learnalaska/resource/Browser-Setup.pdf for assistance. </pre>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-07-10:** Added reference to Browser Settings document to email message. (AWT)

Email Trigger ID-105: Required Training: User is removed from an organization, role, or job title with a training assignment, which is cancelled.

User is removed from a user group with an existing training assignment and that training assignment is therefore cancelled. A user is removed from a user group by being removed from a role OR by selecting a new job title (causing them to be removed from their previous job title) OR by selecting a new organization (causing them to be removed from their previous organization)

Base

Email Title	BASE - User is removed from an organization, job title, or role; training assignment cancelled
Subject	Required Training Assignment Cancelled: {%ContentTitle%}
Importance	Medium
Message	<pre> Dear {%RequiredTrainingCancelledUserFirstName%} {%RequiredTrainingCancelledUserLastName%}, The following training assignment was cancelled because you were removed from the {%RequiredTrainingAssignmentType%} {%RequiredTrainingAssignmentTypeTitle%}. Content Title: {%ContentTitle%} Content Type: {%ContentType%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} Assignment Date: {%RequiredTrainingAssignmentDate%} Cancellation Date: {%RequiredTrainingAssignmentCancelDate%} Cancelled Training Period: {%RequiredTrainingPeriodCancelled%} </pre>

	You are no longer responsible for satisfying this required training assignment and the training period was removed from your Learning Plan.
	- {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	RequiredTrainingAssignedUserEmail CC: RequiredTrainingAssignedUserManagerEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User is removed from an organization, job title, or role; training assignment cancelled
Subject	LearnAlaska Required Training Assignment Cancelled: {%ContentTitle%}
Importance	Medium
Message	Dear {%RequiredTrainingCancelledUserFirstName%}, The following training assignment was cancelled because you were removed from the {%RequiredTrainingAssignmentType%} {%RequiredTrainingAssignmentTitle%}. Content Title: {%ContentTitle%} Content Type: {%ContentType%} Training Profile: {%RequiredTrainingProfileTitle%} Assignment Type: {%RequiredTrainingAssignmentType%} Assignment Date: {%RequiredTrainingAssignmentDate%} Cancellation Date: {%RequiredTrainingAssignmentCancelDate%} Cancelled Training Period: {%RequiredTrainingPeriodCancelled%} You are no longer responsible for satisfying this required training assignment and the training period was removed from your Learning Plan. If you have any questions regarding this training assignment please speak with your manager.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Role Management

Email Trigger ID-106: Role Management: User added to a role (summary email)

Add button is clicked from the Add Users page, accessed from the Manage Roles function

Base

Email Title	BASE - User Added to Role (To: user)
Subject	Addition to the {%RoleTitle%} Role
Importance	Medium
Message	Dear {%RegisteredUserFirstName%} {%RegisteredUserLastName%}, This email is to inform you that you were added to the following role: {%RoleTitle%}. Please be aware of the following changes you may experience as a result of this change:

	<p>1. You inherit all the training assignments of the role. These will appear on the Required Training section of your Learning Plan. If the inherited assignment does not have a deadline and you already completed the assigned content, it will not appear on the Learning Plan and you do not have to complete it again. Any assignment with a deadline will appear and must be completed.</p> <p>2. You inherit all the permissions of the role.</p> <p>- System Administrator</p>
Sender	LoggedInUserEmail
Recipients	RegisteredUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User Added to Role (To: user)
Subject	LearnAlaska: Addition to the {%RoleTitle%} Role
Importance	Medium
Message	<p>Dear {%RegisteredUserFirstName%} {%RegisteredUserLastName%},</p> <p>This email is to inform you that you were added to the following role: {%RoleTitle%}. Please be aware of the following changes you may experience as a result of this change:</p> <p>1. You inherit all the training assignments of the role. These will appear on the Required Training section of your Learning Plan. If the inherited assignment does not have a deadline and you already completed the assigned content, it will not appear on the Learning Plan and you do not have to complete it again. Any assignment with a deadline will appear and must be completed.</p> <p>2. You inherit all the permissions of the role.</p> <p>Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LoggedInUserEmail
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-07-31:** Added field code for {%RegisteredUserLastName%} to email message body. Change Sender to LoggedInUserEmail (AWT)

Email Trigger ID-107: Role Management: User is removed from a role (summary email)

User is removed from a role from the Manage Roles function

Base

Email Title	BASE - User Removed from Role (To: user)
Subject	Removal from {%RoleTitle%} Role
Importance	Medium
Message	<p>Dear {%RegisteredUserFirstName%} {%RegisteredUserLastName%}</p> <p>This email is to inform you that you were removed from the following role: {%RoleTitle%}. Below are changes you may experience as a result of this change:</p> <p>1. Any training assignments you were required to complete as a member</p>

	of the role have been cancelled. 2. You lose all of the permissions given to members of the role.
	- System Administrator
Sender	LoggedInUserEmail
Recipients	RegisteredUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	User Removed from Role (To: user)
Subject	LearnAlaska: Removal from {%RoleTitle%} Role
Importance	Medium
Message	Dear {%RegisteredUserFirstName%} {%RegisteredUserLastName%}, This email is to inform you that you were removed from the following role: {%RoleTitle%}. Below are changes you may experience as a result of this change: 1. Any training assignments you were required to complete as a member of the role have been cancelled. 2. You lose all of the permissions given to members of the role. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Revision Log

- **2014-08-13:** Added field code for {%RegisteredUserLastName%} to email message body. Change Sender to LoggedInUserEmail (AWT)

Scheduled Reports

Email Trigger ID-108: Scheduled Reports: Scheduled report task failed to complete

A value of Failed is returned when a scheduled report task is run

Base

Email Title	BASE - Scheduled report task failed to complete
Subject	Scheduled report task failed to complete: {%ScheduledReportTaskTitle%}
Importance	Medium
Message	Dear {%ScheduledReportUserFirstName%} {%ScheduledReportUserLastName%}, The following scheduled report task failed and therefore, the report was not emailed to you: {%ScheduledReportTaskTitle%}. The error message is: {%ScheduledReportErrorMessage%} Log into the system to manually run the report (if available). Please contact an administrator if you have questions.

	- System Administrator
Sender	DomainAdministratorEmail
Recipients	UserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Scheduled report task failed to complete
Subject	LearnAlaska: Scheduled report task failed to complete: {ScheduledReportTaskTitle%}
Importance	Medium
Message	<p>Dear {ScheduledReportUserFirstName%},</p> <p>The following scheduled report task failed and therefore the report was not emailed to you: {ScheduledReportTaskTitle%}.</p> <p>The error message is:</p> <p>{ScheduledReportErrorMessage%}</p> <p>Log into the system to manually run the report (if available). Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.</p>
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

User Management

INACTIVE - Email Trigger ID-116: User Management: User account unlocked by authorized user

Authorized User selects Unlock Account to unlock user's account

Base

Email Title	BASE - User account has been unlocked
Subject	Account Unlocked, Temporary Password for {DomainTitle%}
Importance	Medium
Message	<p>Dear {RegisteredUserFirstName%} {RegisteredUserLastName%},</p> <p>An administrator for {DomainTitle%} has unlocked your account and created a temporary password for you. The next time you log into the system, you will need to use this temporary password with your current Login ID in order to successfully log into the system. You will automatically be taken to the Update Password page, where you should change your password to something that you can easily remember but nobody else can guess.</p> <p>Your temporary password is: {UserTemporaryPassword%}</p> <p>If you have any questions, email the System Administrator at {DomainAdministratorEmail%}.</p> <p>- {LoggedInUserFirstName%} {LoggedInUserLastName%}</p>
Sender	DomainAdministratorEmail
Recipients	To: RegisteredUserEmail; CC: DomainAdministratorEmail

Content Sharing Push (Required) to all domains

Waiver

Email Trigger ID-121: Waiver: Authorized user gives a waiver (via the waiver console) for a content item for a user

The authorized user gives a waiver for a content item to user

Base

Email Title	BASE - Waiver Console: User obtains a waiver for a content item from an authorized user
Subject	Waiver - {%ContentTitle%}
Importance	Medium
Message	Dear {%WaiverUserFirstName%} {%WaiverUserLastName%}, You received a waiver for {%ContentTitle%}. You can view the details by logging into {%DomainTitle%} at {%DomainURL%}, and accessing your transcript. Consult your manager or appropriate administrator if you have any questions. - {%LoggedInUserFirstName%} {%LoggedInUserLastName%}
Sender	LoggedInUserEmail
Recipients	WaiverUserEmail
Content Sharing	Push (Required) to all domains

Updated

Email Title	Waiver Console: User obtains a waiver for a content item from an authorized user
Subject	LearnAlaska Waiver - {%ContentTitle%}
Importance	Medium
Message	Dear {%WaiverUserFirstName%}, You received a waiver for {%ContentTitle%}. You can view the details by logging into LearnAlaska at https://learn.alaska.gov/portal to access your transcript. Please contact the LearnAlaska Help Desk at LearnAlaska.HelpDesk@alaska.gov if you have any questions.
Sender	LearnAlaska.HelpDesk@alaska.gov
Content Sharing	Push (Required) to all domains

Inactivated Email Triggers

ID	Trigger
7	Access Approval: Access approval requirement removed from content item. Authorized user removes access approval requirement from content item (requires access = no).

ID	Trigger
8	Access Approval: Access request approved (final approval, all content except classroom course section). Approving user in the last stage of the path approves the user's request for all content except classroom course section. User gains access to content.
14	Access Approval: Authorized user changes or deletes an access approval path. Authorized user changes or deletes an access approval path for a content item.
51	Domain Management: New menu item added to site from parent domain. Domain administrator adds a new menu item to the site menu from the parent domain
52	Domain Management: User becomes a member of a new domain as a user. Administrator adds a user as a member of a new domain
53	Domain Management: User becomes a member of a new domain as a user via a job title. Administrator adds a user (as a job title) as a member of a new domain
54	Domain Management: User becomes a member of a new domain as a user via a job title - To Domain Administrator. Administrator adds a user (as a job title) as a member of a new domain
55	Domain Management: User becomes a member of a new domain as a user via a job title - To user manager. Administrator adds a user (as a job title) as a member of a new domain
56	Domain Management: User becomes a member of a new domain as a user via an organization. Administrator adds a user (as an organization) as a member of a new domain
57	Domain Management: User becomes a member of a new domain as a user via an organization - To domain administrator. Administrator adds a user (as an organization) as a member of a new domain - Email sent to domain administrator
58	Domain Management: User becomes a member of a new domain as a user via an organization - To organization managers. Administrator adds a user (as an organization) as a member of a new domain - Email sent to organization managers
59	Domain Management: User becomes a member of a new domain as a user via an organization - To user managers. Administrator adds a user (as an organization) as a member of a new domain - Email sent to managers
60	Domain Management: User is removed as a member of a new domain as a job title - To Domain Administrator. Administrator removes a job title as a member of a new domain
61	Domain Management: User is removed as a member of a new domain as a job title - To user managers. Administrator removes a job title as a member of a new domain
62	Domain Management: User is removed as a member of a new domain as a job title - To users. Administrator removes a job title as a member of a new domain
63	Domain Management: User is removed as a member of a new domain as a user. Administrator removes a user as a member of a new domain
64	Domain Management: User is removed as a member of a new domain as a user via an organization - To Domain Administrator. Administrator removes an organization as a member of a new domain
65	Domain Management: User is removed as a member of a new domain as a user via an organization - To organization managers. Administrator removes an organization as a member of a new domain
66	Domain Management: User is removed as a member of a new domain as a user via an organization - To user. Administrator removes an organization as a member of a new domain
67	Domain Management: User is removed as a member of a new domain as a user via an organization - To user managers. Administrator removes an organization as a member of a new domain

ID	Trigger
68	Ecommerce: Account value passes Alert Value. A completed order is charged to an account code and the account value passes the optional Alert Value. For a debit account, this means the Account Balance goes below the Alert Value. For a credit account, this means the Account Charges go above the Alert Value.
69	Ecommerce: Authorized user cancels a buyer's product order. Authorized user selects the Cancel Order button for an order in the Order Status Console.
70	Ecommerce: Authorized user selects to undo the cancelled status of a user's product order. For an order with a status of Cancelled, the authorized user selects to restore the cancelled order by selecting Undo Cancel.
71	Ecommerce: Discount code access. Authorized user assigns users/user groups to use a discount code.
72	Ecommerce: Email users with access to discount code. User selects Send Email action menu option for a discount code, enters message, and then clicks the Send button.
73	Ecommerce: Product order fails when authorized user marks the order as Payment Failed. The authorized user marks the product order as Payment Failed (after at least one Unsuccessful attempt to process payment for the order).
74	Ecommerce: System notifies the purchasing user when their product order has been successfully processed. Authorized user successfully processes payment for an order within the Order Status Console (selects Process Payment and transaction succeeds).
75	Ecommerce: User completes a purchase for digital content and/or product(s). User successfully completes a purchase for digital content and/or products from the shopping cart (clicks the Purchase Now button and the transaction succeeds).
76	Ecommerce: User successfully orders physical products and triggers notification to fulfillment managers. User makes a successfully completes a purchase for product(s) from the shopping cart (clicks the Purchase Now button with products in the Cart and the transaction succeeds).
77	Ecommerce: User's enrollment in a classroom course is canceled and the purchasing user receives a refund for the amount they paid on behalf of the enrolled user. User's enrollment in a classroom course is cancelled (self cancellation, managed enrollment cancellation, reduced capacity cancellation, cancelled section cancellation). Course was paid for by an authorized user on behalf of the enrolled user OR Failed refund resolved in Refund Console.
78	Ecommerce: User's enrollment in a classroom course, online course and curriculum is canceled and the enrolled user receives a refund for the amount they paid. User's enrollment in a classroom course, online course, or curriculum is cancelled (self cancellation, managed enrollment cancellation, reduced capacity cancellation, cancelled section cancellation). Course was paid for by the enrolled user OR Failed refund resolved in Refund Console.
79	External Learning: Authorized user takes action on an external learning request. Authorized user takes action on an external learning request on behalf of a user
80	External Learning: User Requests Approval for an External Learning Item (email to approver). User requests approval for an external learning item that requires review by clicking Submit Request
81	External Learning: User requests approval for an external learning item (To user). User requests approval for an external learning item that requires review by clicking Submit Request
82	IDP: User sends the skills survey to selected peers. User clicks the Send button after selecting competency models and survey recipients. Peers were selected to complete the survey.
83	IDP: User sends the skills survey to self. User clicks the Send button after selecting competency models and survey recipients. The user was selected to complete the survey as a self assessment.

ID	Trigger
84	IDP: User sends the skills survey to their manager. User clicks the Send button after selecting competency models and survey recipients. The user's manager was selected to complete the survey.
86	Login: Login Help. User clicks the Get Login ID button on the Get Login ID page, and the Last Name and Email Address match.
87	Login: Password Help. User clicks the Get Password button from the Get Password page, and the Login ID and Email Address match.
88	Login: User Registration. User creates an account by entering a Login Id and Password and then successfully creating a User Profile.
91	Organization Management: Hierarchy change (summary email). Save button is clicked from the Edit Summary page for an organization after the Parent Organization is changed.
92	Performance Evaluation: User completes a self evaluation. User completes a self evaluation and clicks the Submit button
93	Performance Evaluation: User manager completes an evaluation for another user. Manager completes a manager evaluation and clicks the Submit button
109	SF-182: Authorized User takes approval action on an SF-182 Request. SF-182: Authorized User takes approval action on an SF-182 Request
110	SF-182: User takes action on an SF-182 request. SF-182: User takes action on an SF-182 request
111	User Management: Change user activity by authorized user. In Manage Users, an authorized user clicks the Save button after changing another user's activity.
112	User Management: Create new user account by authorized user. In Manage Users, an authorized user clicks the Create button after creating a new user account.
113	User Management: Update user Login ID by authorized user. In Manage Users, an authorized user clicks the Save button after changing another user's Login ID.
114	User Management: Update user Profile by authorized user. Authorized user selects the Save button on the Contact, Professional, or Preferences workflow step of the Edit Profile function.
115	User Management: User account has been locked. User account has been locked after too many unsuccessful login attempts.
116	User Management: User account unlocked by authorized user. Authorized User selects Unlock Account to unlock user's account
117	User Management: User job title is changed (summary email). Administrator changes job title of a user
118	User Management: User organization is changed (summary email). Save button is clicked from the Select Organization page for user.
119	User Management: User selected as manager for another user. On the Select Manager page, the user was selected to be the manager of the user whose account was being created or profile was being updated.
120	User Management: Create user Temporary Password by authorized user. In Manage Users, an authorized user clicks the Create button to generate a temporary password for another user.