



LearnAlaska Super User Request

USER INFORMATION

REQUEST TYPE: Add Update Delete

Legal Name (LN, FN MI) Employee Number Department / Agency

ACCESS / ROLE REQUESTED

Role	CORE *	DOA	DEC	DOC	DOR	DOTPF	HSS
Administrator							
Course Manager							
Content Manager							
Report Manager							
Other (please describe)							
Reason for Request							

EMPLOYEE SIGNATURE

I have read the attached Statutes that pertain to the disclosure of information acquired in the course of official duties. I agree to limit my use of LearnAlaska to state business purposes and to provide stewardship over the information provided to others. I agree not to share my sign on ID and password with other people. I agree to uphold the standards developed for authoring content in LearnAlaska to promote consistency and continuity for the end-user.

User (Employee) Signature: _____ Date: _____

DOMAIN ADMINISTRATOR SIGNATURE(S)

Domain-Level Approval

Administrator Approval Signature: _____ Date: _____

Administrator Approval Legal Name (Printed or Typed): _____

Core Domain

Administrator Approval Signature: _____ Date: _____

Administrator Approval Legal Name (Printed or Typed): _____

* Access to the Core domain requires approval by an Enterprise Administrator; Super User access to a departmental domain must be approved by that agency's Domain Administrator.



LearnAlaska Super User Request

The following Alaska statutes pertain to the use of confidential information and to the responsibilities of employees who have access to confidential information. Sec. 40.25.110 stipulates that public records of all public agencies are open to inspection by the public, unless specifically provided otherwise as stated in Sec. 39.25.080. All information not exempted by Sec. 39.25.080 is considered confidential.

Sec. 11.56.860. Misuse of confidential information.

- (a) A person who is or has been a public servant commits the crime of misuse of confidential information if the person
 - (1) learns confidential information through employment as a public servant; and
 - (2) while in office or after leaving office, uses the confidential information for personal gain or in a manner not connected with the performance of official duties other than by giving sworn testimony or evidence in a legal proceeding in conformity with a court order.
- (b) As used in this section, "confidential information" means information which has been classified confidential by law.
- (c) Misuse of confidential information is a class A misdemeanor. (§ 6 ch 166 SLA 1978).

Sec. 39.52.140. Improper Use or Disclosure of Information.

- (a) A current or former public officer may not disclose or use information gained in the course of, or by reason of, the officer's official duties that could in any way result in the receipt of any benefit for the officer or an immediate family member, if the information has not also been disseminated to the public.
- (b) A current or former public officer may not disclose or use, without appropriate authorization, information acquired in the course of official duties that is confidential by law.

Sec. 39.25.080. Personnel records confidential; exceptions.

- (a) State personnel records including employment applications and examination and other assessment materials, are confidential and are not open to public inspection except as provided in this section.
- (b) The following information is available for public inspection, subject to reasonable regulations on the time and manner of inspection.
 - (1) the names and position titles of all state employees;
 - (2) the position held by a state employee;
 - (3) prior positions held by a state employee;
 - (4) whether a state employee is in the classified, partially exempt, or exempt service.
 - (5) the dates of appointment and separation of a state employee; and
 - (6) the compensation authorized for a state employee.
 - (7) whether a state employee has been dismissed or disciplined for a violation of AS 39.25.160(I)



LearnAlaska Super User Request

Elevated access privileges to LearnAlaska, referred to as “Super User” roles, are granted when appropriate to the responsibilities of specific jobs. Super User permissions are not automatically assigned when employees are hired into a position, but are automatically removed when employees leave a position. Employees generally must receive Super User training before Super User privileges will be approved.

USER INFORMATION

FIELD	INSTRUCTIONS
REQUEST TYPE: <ul style="list-style-type: none"> Add Update Delete 	REQUIRED. Check one box. <ul style="list-style-type: none"> Check Add for a new Super User within a department/agency. Check Update to change the access for a Super User. Do NOT use Update when the Super User had access but has changed organizations. Check Delete when a Super User no longer should have access.
Legal Name (LN, FN MI)	REQUIRED. Enter the legal name (Last Name, First Name, Middle Initial) of the person for whom LearnAlaska Super User access is requested.
Employee Number	REQUIRED. Enter the six-digit employee number as displayed in LDAP.
Department/Agency	REQUIRED. Select department/agency from the drop-down list.

ACCESS / ROLE REQUESTED *

DOMAIN	DESCRIPTION
Core	The LearnAlaska top-level domain. Users at this level have access to all lower-level domains. Access to the Core is very limited.
DOA	The Department of Administration (DOA) domain is where statewide training content offered by the Department of Administration is located. The majority of SOA users are located within this domain unless the department has their own domain. Content authored at this domain must be shared/pushed to other domains in order for users in those domains to view/enroll.
DEC	The Department of Environmental Conservation (DEC) domain. Contains all DEC employees
DOC	The Department of Corrections (DOC) domain. Contains all DOC employees.
DOR	The Department of Revenue (DOR) domain. Contains all DOR employees.
DOTPF	The Department of Transportation and Public Facilities (DOTPF) domain. Contains all DOTPF employees.
HSS	The Department of Health and Social Services (HSS) domain. Contains all HSS employees.



LearnAlaska Super User Request

ROLES REQUESTED	DESCRIPTION
Administrator	Users in this role may access all functions in the domain, including Manage System functions. They can create and edit all course and content types. Administrators also gain access to the Approval Console and User Management functions for all users in the domain.
Content Manager	Users in this role can add, edit and delete Reference Center content such as announcements, glossary terms, and documents.
Course Manager	Users in this role can add, edit and delete courses (SCORM 1.2, Classroom), curriculums, and tests. Course managers may also manage enrollments and waitlists for classroom courses.
Report Manager	Users in this role can view and manage all standard reports in the Reports Console.
Other	Users in a custom role may be granted Manage access to specific course or content items. Users in this role will not be able to manage enrollment for classroom based classes. Custom roles may also be used to restrict permissions.

EMPLOYEE SIGNATURE

SIGNATURES	INSTRUCTIONS
EMPLOYEE SIGNATURE	
User (Employee) Signature	REQUIRED. Signature of the person who will be given access to LearnAlaska.

DOMAIN ADMINISTRATOR SIGNATURE(S)

<i>Required for each domain for which access is requested.</i>	
Administrator Approval Signature	REQUIRED. Signature of a person designated by the department authorized to sign.
Administrator Approval Legal Name (Printed or Typed)	REQUIRED. Type or print the administrator’s legal name legibly.

DISTRIBUTION INSTRUCTIONS

- After the form has been signed by the user and the domain administrator, send the form to an Enterprise or Domain Administrator as appropriate.
- The system will auto-generate an email confirmation to the User when the request has been processed.