CONNECTND ELM SECURITY ACCESS REQUEST

OFFICE OF MANAGEMENT AND BUDGET

SFN 59210 (10-2012)

Name of Person Requiring Access	Business Unit	Employee ID
E-mail Address	Active Directory (ND Gov Account)	Date

Action

☐ Add New Employee ☐ Change Existing ☐ Delete Employee

To be completed by Agency Authorized Personnel. Remit to HRMS when completed.

PeopleSoft ELM System			
Add	Remove	Role	Description
		NDS_LMLELM_Enrollment_Admin	Enrollment Administrator-administrator who has ownership over enrollment process for External and Internal Learners.
		NDS_LMLELM_Learning_Admin	Learning Administrator may also be called a Training Administrator. Enters external learners and general administrative duties.
		LMLELM_Profile_Administrator	Profile Administrator creates and maintains user profiles for Internal, External and Instructors.
		NDS_LMLELM_Roster_Admin	Roster Administrator maintains Roster, Grades, and Attendance. Used primarily by Instructors.
		LMLELM_Instructor	Instructor-any Instructor who belongs to either the internal or an external organization.
		LMLELM_Instructor_Manager	Instructor Manager at a manager level - any instructor who belongs to either the internal or an external organization.

Authorized Agent Name (Please Print)	Telephone Number
Signature Approval	Date