

**OFFICE FOR STUDENT SUCCESS
TRAINING PLAN REQUEST**

Start/Effective Date: _____ End/Effective Date: _____

Reason for Plan: _____

Requester's Name: _____ Requester's E-Mail: _____

Employee Name: _____ Department Name/#: _____

COURSE/ROLE SELECTION

Select below the courses that identifies with the role you would like your employee to assume.

- Awareness and Navigation Practice Guide (UK_100): Training Sandbox overview of signing onto myUK; displaying transaction codes; establishing favorites/shortcuts in SAP, etc.
- Finance (FI): Provides access to SAP; allow users to complete actions related to financial transactions
 - Finance Overview (FI_200): required for users who will complete financial transactions.
 - Cash Transmittals (FI_CT_300): required for users who will make deposits (cash/checks) or claim wire transfers.
 - Procard Editing and Travel Reimbursement: required for users involved in Concur as delegates.
- Grants Management (GM): allows users to complete actions related to grant accounts (WBS elements).
 - PI Grant Budget Overview (FI_GM_200): access is for Principle Investigators only.
- Student Lifecycle Management (SLCM) Courses for End-users processes.
 - SLCM Overview (SLCM_200): Web-based course that provides overview of SLCM that includes Student File, Student Master Data, Stops/Holds, Program of Study, Class Schedule. Note: UK_100 is a prerequisite.
 - SLCM_AD_300 Event Planning: teach end-users how to build class schedules. Note: UK_100 and SLCM_200 are prerequisites for SLCM_AD_300.
 - SLCM_AD_310 Student Records (Web-based): Course intended for end-users who update student information and will use SAPGUI interface. UK_100 and SLCM_200 are prerequisites.
 - View student file/Master Data, Stops/Holds, Academic Progression, View external transcripts/test scores, UK transcripts, Student Notes.
 - SLCM_AD_320 Booking (Web-based): Teach end-user about booking course registration process. Includes student search, check for holds/stops, student schedule. Note: UK_100 and SLCM_200 are prerequisites.
 - SLCM_CA_310 Student Account Balance Display (Web-based). User will be able to view a student master record and student-related transactions.
 - SLCM_WP_310 Advising (Web-based): Intended for faculty/staff who serve as academic advisors. Course includes Student search, academic record, view holds/stops, placement/removal of advisor hold, advising contact notes, advising contact course recommendations, student booking/registration windows, view transfer work, admitted program/major. Access allows for student alert access to the Advising Hub. Note: UK_100 and SLCM_200 are prerequisites.

Please return completed Training Plan Request Form to: SSBO@uky.edu shared email. All questions should be directed to Gloria Robinson via SSBO shared email.