

UC Learning Center LMS Access Matrix for Departments

Three things are required for access to the LMS:

- (1) A **user profile** in the LMS: This is generated by (a) entry into UCPATH, which creates an employee profile, or (b) the Affiliate Access Tool or [Temporary NetID System \(TNS\)](#), both which create an affiliate profile.
- (2) A **UCR NetID**: This is generated by either (a) entry into UCPATH or [Enterprise Directory](#), (b) a submission of SIR by a student, or (c) the TNS.
- (3) An **entry in LDAP** that maps the UCR NetID to the LMS profile. For employees and contingent workers, this is automated if a Social Security Number (SSN) is present in UCPATH.

For an:	Who Is Not a UCR Student	Who Is a UCR Student
<p>Employee <i>Includes New Hires, Rehires, Transfers, or those active in UCPATH with a SSN (or will soon have a SSN entered)</i></p>	<p>They will automatically gain access to the LMS two business days after whichever is later: (a) their start date or (b) the date they are made active in the payroll system.</p> <p>Entry in UCPATH generates entry into Enterprise Directory (EDIR) and issuance of UCR NetID.</p>	<p>In addition to being active in UCPATH:</p> <p>The student's Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) in UCPATH must match Banner. Confirm with your department's payroll representative that the SSN in UCPATH is correct. The payroll representative will then need to contact the Registrar's Office to confirm it is correct in Banner.</p>
<p>Contingent Worker (CWR) <i>Includes volunteers, temporary employees, and others entered into UCPATH without a SSN. If a SSN was entered into UCPATH, see above for Employees. See UCR Volunteer Policy 650-85.</i></p>	<p>In addition to being active in UCPATH:</p> <p>The hiring department will need to manually enter the CWR's Employee ID into their record in Enterprise Directory. If the CWR was issued an Affiliate NetID, the department will need to open a ServiceLink ticket to have ITS update Enterprise Directory.</p>	<p>In addition to being active in UCPATH:</p> <p>The hiring department will need to open a ServiceLink ticket to request ITS manually update LDAP – include the CWR's Student ID and Employee ID. Use Category: Identity Management with Subcategory: LDAP.</p>
<p>Affiliate – New <i>Has never been and will not be active in UCPATH.</i></p>	<p>Establish a UCR NetID in EDIR, then direct them to the UC Affiliate Access Tool. The link to this tool is found on the LMS login page under the Student & Affiliate Access heading.</p>	<p>Direct them to the UC Affiliate Access Tool. The link to this tool is found on the LMS login page under the Student & Affiliate Access heading.</p>
<p>Affiliate – Returning <i>An affiliate who is a former employee, returning affiliate, or former student.</i></p>	<ol style="list-style-type: none"> 1. Reactivate UCR NetID in EDIR. If a second one is issued, have ITS consolidate the IDs so they maintain access to their original LMS profile. (See EDIR KB.) 2. Email ucrlearning@ucr.edu to have LMS profile reactivated. 	<p>As long as their original UCR NetID issued when they were a student is still active, email ucrlearning@ucr.edu to have LMS profile reactivated if needed.</p>

Detailed access information for users is available on the [LMS Help Site](#), including an [LMS Access Flowchart](#).