

Manually Adding/Updating MLearning User Managers for Non-Michigan Medicine Employee Users

The Supervisor ID found in M-Pathways job data is automatically added to the manager field found in MLearning user profiles, and MLearning Facilitators are no longer required to maintain manager information in MLearning directly for regular and temporary Michigan Medicine faculty and staff. Any manager updates needed for Michigan Medicine faculty and staff should be completed in M-Pathways. Updates will appear in MLearning by the next day. Instructions for updating Supervisors in M-Pathways are available at the following links:

Single User Manager Updates - https://maislinc.umich.edu/mais/html/HR_PAR_ApptEndDate_SupervisorId_UnitPCNChange.html

Multiple User Manager Updates - https://maislinc.umich.edu/mais/html/HR_UAW_supvID.html

Note: If anyone changes the manager of a regular Michigan Medicine faculty or staff user directly in MLearning, that change will be overwritten with the Supervisor ID found in M-Pathways whenever we receive an update for that person.

Users who will not have a manager listed in MLearning include non-Michigan Medicine temps (agency staff), students, and contractors. Managers for these users are not added to their profile as these users do not have job appointments in M-Pathways. This category of users can have a manager added manually as needed by MLearning Facilitators using the steps detailed below.

1. Click on the **Admin Facilitator** icon once logged into MLearning
2. Enter search criteria of the user that you're interested in updating (Uniqname or Empl ID or First/Last Name)
3. Click the **Search** button
4. When they appear in your search results click the **Edit Profile Information** link

Search for People

UMID: Uniqname: Manager: First Name: Last Name: Organization:

Configure | Save Search Query | Reset Saved Query Search

Search Results Print | Export | Modify Table

Last Name	First Name	Uniqname	Manager Name	Clinician (Y/N)	Patient Care Area (Y/N)	Organization	Location	Job Class(es)	Updated on	Updated by	Actions
Stevenson-Howard	Tafari	TAFARISH		N	N	309612 UMHS Learning Management Svcs	North Campus Research Complex - Building 300	102003.User Liaison/Coordinator	03/30/2017	real	Edit Profile Information View Profile Snapshot View Full Profile Copy

5. On the profile page, enter the new manager's Uniqname in the **Manager** field (you will notice the wheel spinning next to the name as the system searches)
6. When the manager's name appears, click to select it
7. Click the **Save** button to lock in the change

First Name*: Alias: Domain*: Home Domain*: Organization*: Manager: Uniqname: Last Name*: Employment Status*: UMID*:

Additional Approver for Orders: Name: Type:

Location: Start Date:

No items found.

Copy Save Completed Course Profile Snapshot

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When updating managers in some cases, you may be presented with **Push Approvers for Registrations** pop up window. If this occurs, click the **Save** button and all changes will be locked in.

The screenshot shows the 'Edit Profile Of Stevenson-Howard, Tafari' page. The main navigation tabs are Main, Contact Information, Address, Password, Preferences, and Privileges. The profile information includes:

- First Name*: Tafari
- Uniqname*: TAFARISH
- Last Name*: Stevenson-Howard
- Alias: Stevenson-Howard, Tafari
- Time Zone*: (GMT-05:00) Eastern Time (US & Canada)

A pop-up window titled 'Push Approvers for Registrations' is overlaid on the profile page. The window contains the following text:

trainingportal.med.umich.edu

Push Approvers for Registrations

Changes to the approvers have been saved for the future registrations. Please select the following option to make these changes available to the existing registration of the user

Existing Registrations where the approval status is in Pending Approval

Save **Close**