

A QUICK GUIDE TO RETRIEVING UNIQUE LEARNER NUMBER'S



Nottingham
City Council

THIS DOCUMENT OUTLINES HOW TO REQUEST AND SUBSEQUENTLY DOWNLOAD
UNIQUE LEARNER NUMBER DETAILS FOR PUPILS

PLEASE NOTE – IN ORDER TO USE THESE INSTRUCTIONS YOUR SCHOOL MUST FIRST HAVE
REGISTERED WITH THE ULN SERVICE

In SIMS / CMIS create and export a CTF for the pupils that you require ULNs for.

Creating a CTF to apply for a ULN

Select **Routines | Data Out | CTF | Export CTF**

Select the CTF export type..

Export Type
General
ULN Request/Update

Select

Select the CTF export type of **General**. Do not select ULN Request Update.

Remove the tick from all the check boxes in **Data to be Exported** except Student Basic Details and Student Address. There must be a postcode in the export file.

1 Data to be Exported

Student Basic Details	<input checked="" type="checkbox"/>	Student Address	<input checked="" type="checkbox"/>	Student Contacts	<input type="checkbox"/>
SEN Information	<input type="checkbox"/>	Assessment Data	<input type="checkbox"/>	School History	<input type="checkbox"/>
Attendance Summary	<input type="checkbox"/>	Include KS1 Tasks/Tests	<input type="checkbox"/>	FSM History	<input type="checkbox"/>
		Looked After	<input type="checkbox"/>		

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDIA, which will appear in the DataDescriptor tag within the CTF header.

2 Student Options

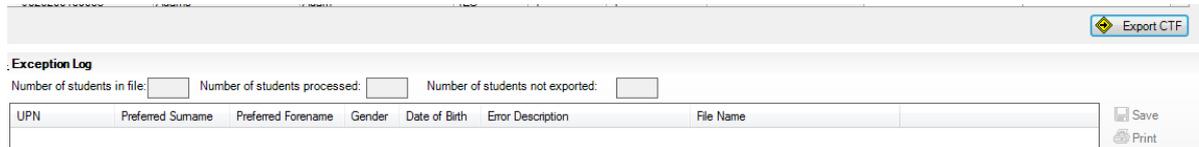
Effective Date: 14/11/2013 View Current students Include students already exported Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year.. /	Year Taught	Previous Destination	Destination LA/Other	Destination School
P823432109001	Abbot	Hannah	10B	10	10		Nottingham	
D823432109002	Adams	Melanie	10D	10	10		Nottingham	
T823432109003	Adkins	Richard	10E	10	10		Nottingham	
G823432109004	Ainsworth	Alison	10C	10	10		Nottingham	
W823432109005	Andrews	Bethany	10E	10	10		Nottingham	
X820200103005	Aperen	Alex	10E	10	10		Nottingham	
K823432109006	Ashworth	Imogen	10C	10	10		Nottingham	
Z823432109007	Atkinson	Bridget	10F	10	10		Nottingham	

In **Destination LA/Other**, select Nottingham. Use the **Year Group** filter to help find the required students. Click the **Refresh** button to make sure that all pupils in the selected Year group appear in the list. You can use the **Control** key on your keyboard to select the students you need to the ULN for.

Click the **Export** button to create the CTF. See the Exception log to check the number of students in file, processed and not exported



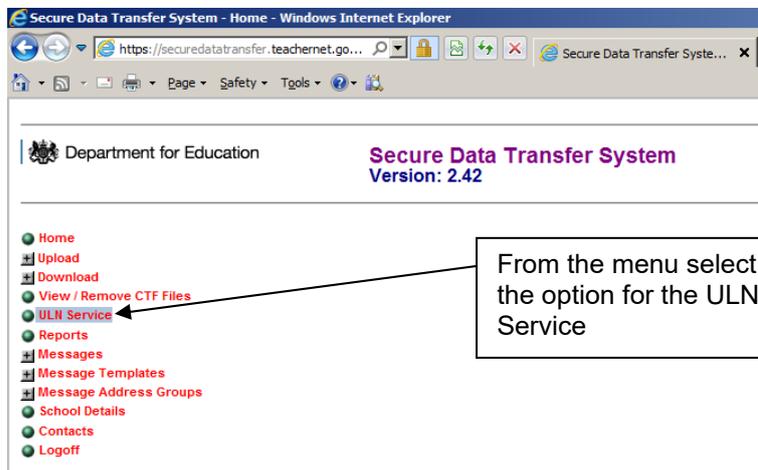
A CTF will be created and placed in the normal export directory set up to hold the CTFs as defined in **Tools | Setups | CTF**.

You can create CTFs with multiple pupils on; they don't need to be for individual pupils.

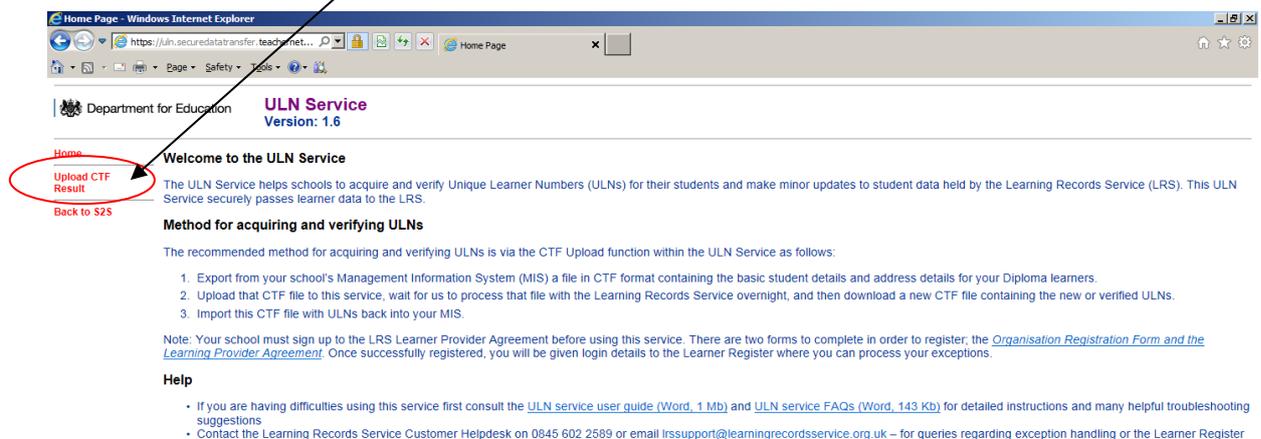
You may need to make multiple CTF's if your students span different year groups.

Log into Secure Access

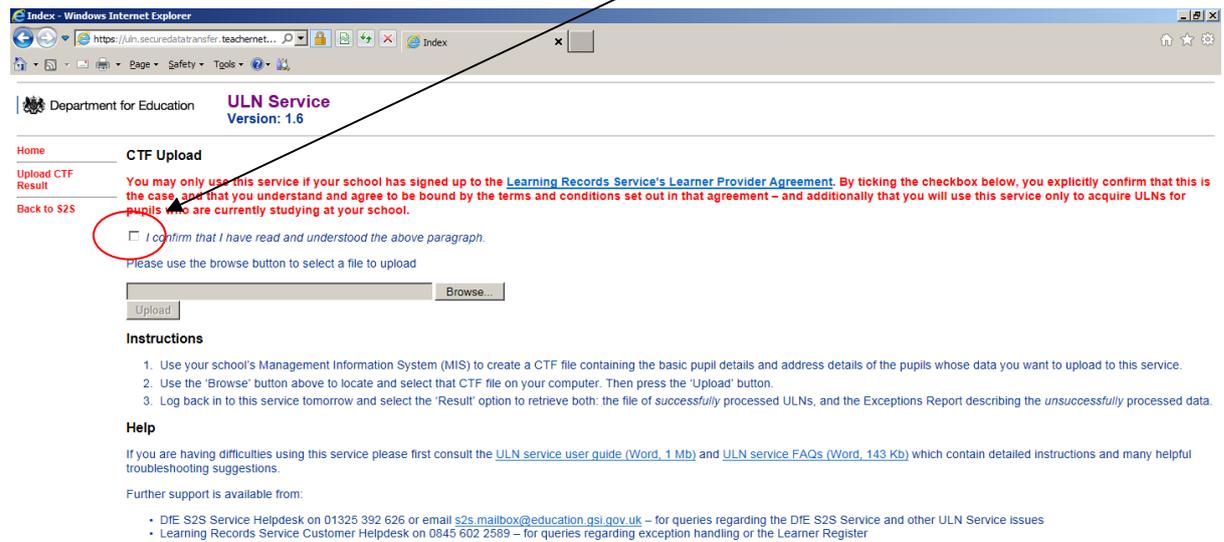
Click on the option for S2S



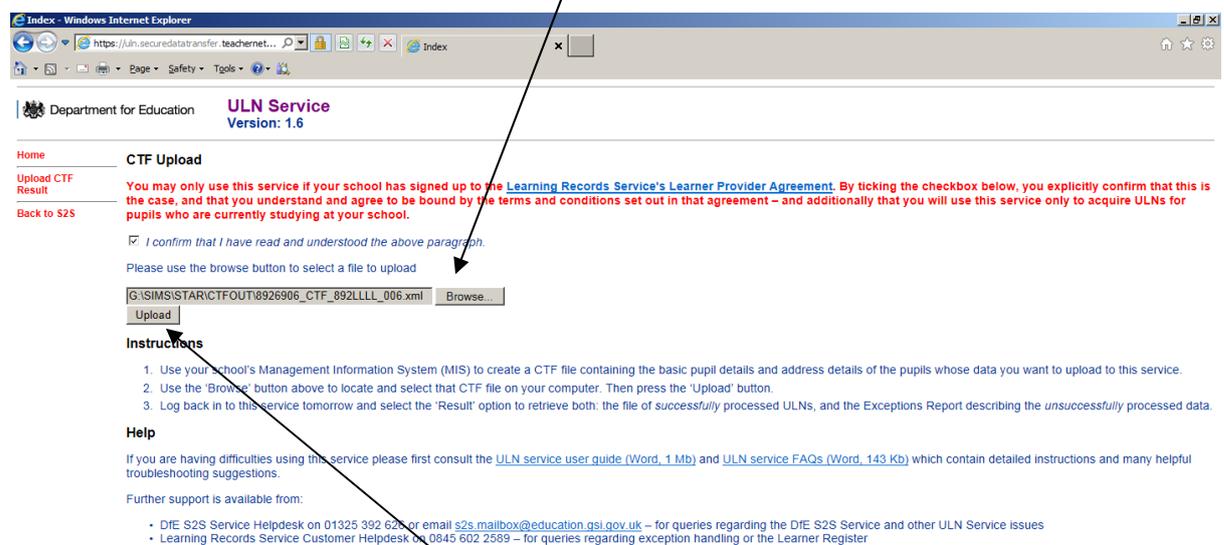
Click on the option to Upload CTF (very close to the 'Result' option so be careful to click on the right one!)



Tick to confirm that you have read and understood the usage statement



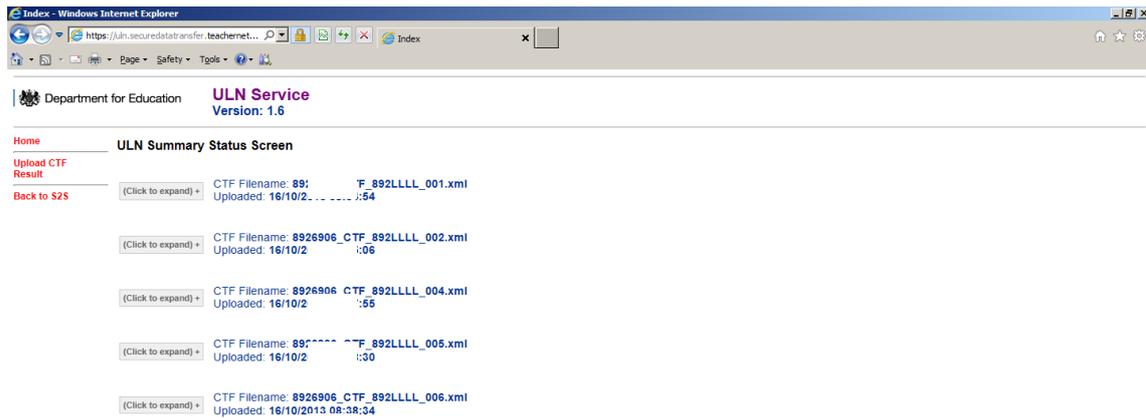
Click on the browse button to locate your CTF file



Then click on the upload button

Repeat this process until you have uploaded all of your CTF's

When the files have been successfully uploaded you will get confirmation on the next screen.

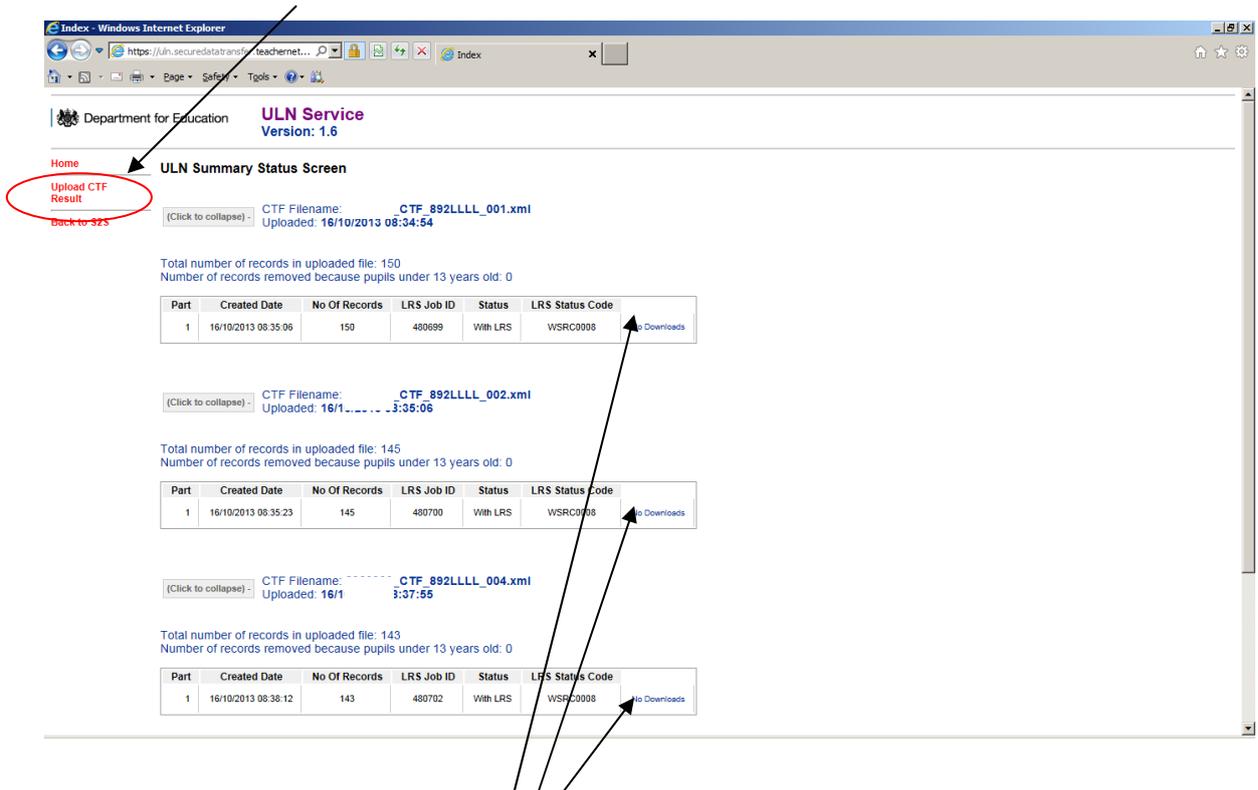


CTF's are processed overnight by the ULN service and so once you have loaded all of your CTF's to the system you can log out, but remember to log back in the next day!

On logging back into S2S

Follow the steps in the previous screens to arrive at the ULN Service page.

Click on the link for result (very close to the link to 'Upload CTF').



Your results should have an option to 'download' at the end of each files result.

Click on the link to download the CTF, which you can then import to SIMS / CMIS as any other CTF.

For more help on ULNs please contact Deborah Korn at 87 64838 or at Deborah.korn@nottinghamcity.gov.uk

For help creating, importing or exporting CTFs in /out of SIMS please contact the helpdesk on 50900.