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 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.

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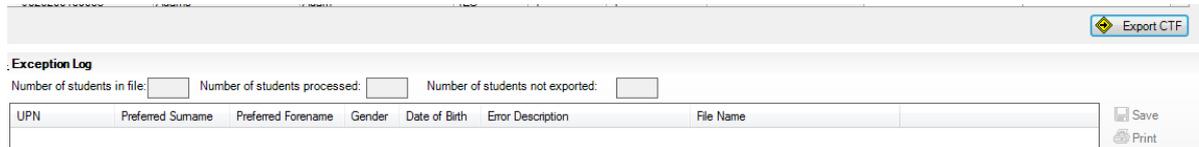
A CTF will be created and placed in the normal export directory set up to hold the CTFs as defined in **Tools | Setups | CTF**.

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
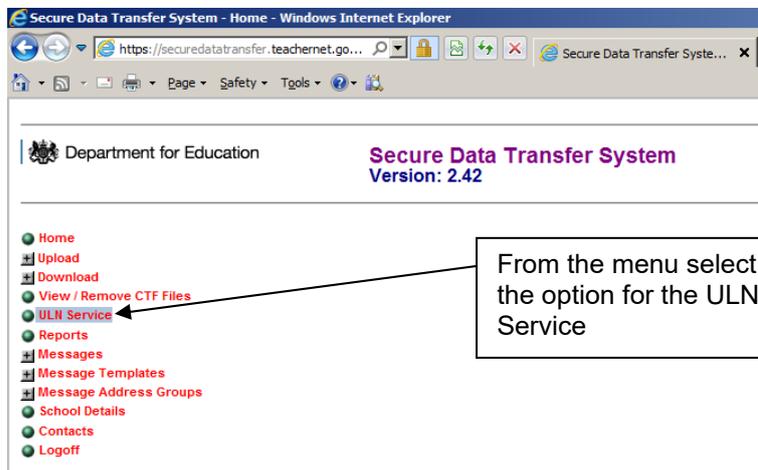
Click on the option to Upload CTF (very close to the 'Result' option so be careful to click on the right one!)
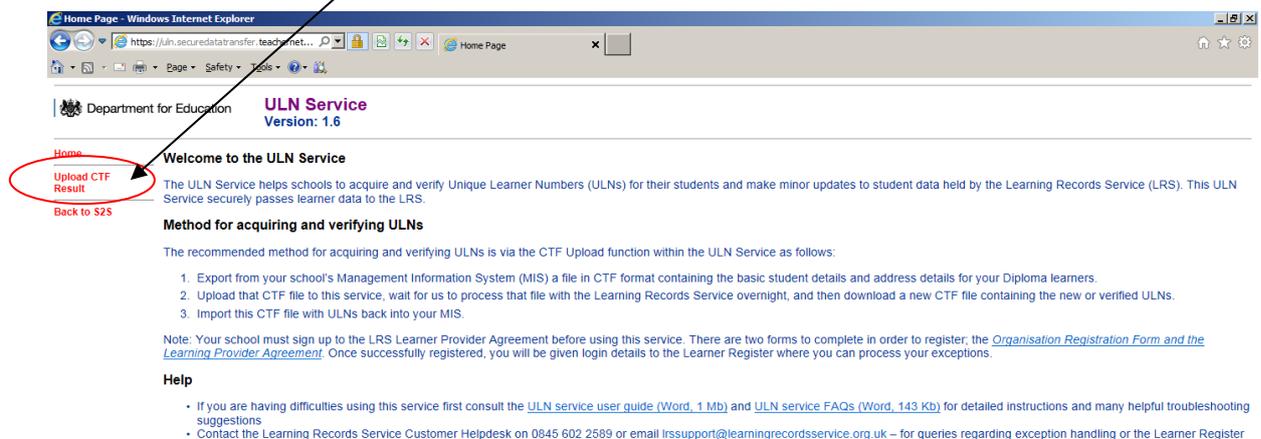
Tick to confirm that you have read and understood the usage statement
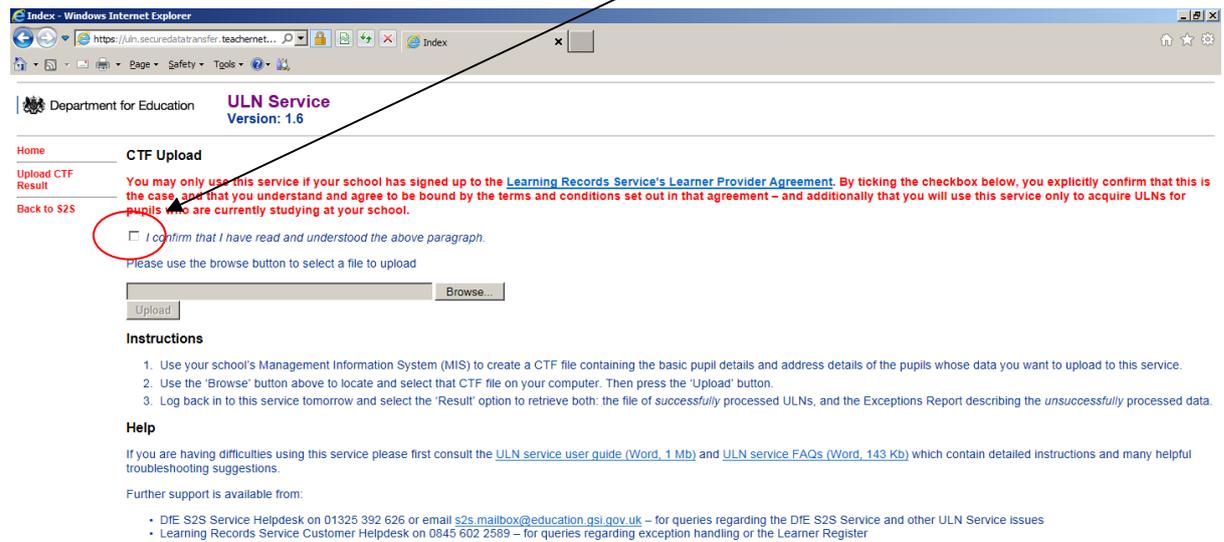
Click on the browse button to locate your CTF file
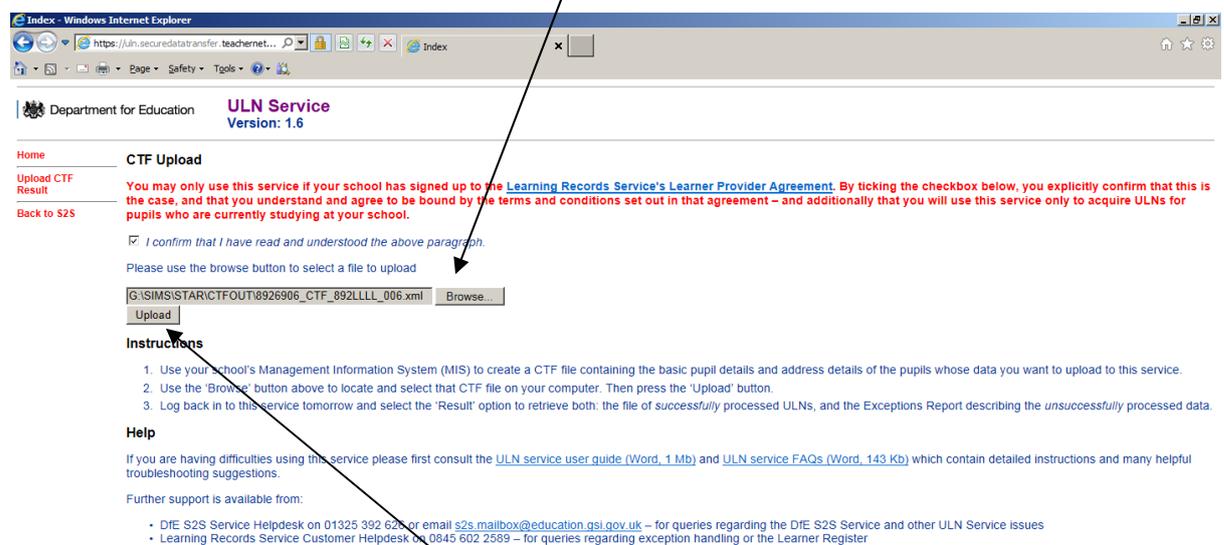
Then click on the upload button

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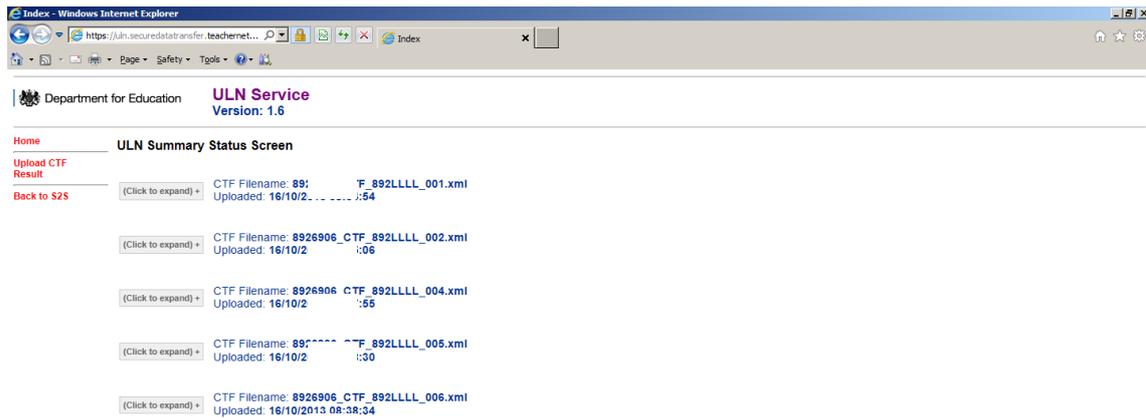
CTF's are processed overnight by the ULN service and so once you have loaded all of your CTF's to the system you can log out, but remember to log back in the next day!

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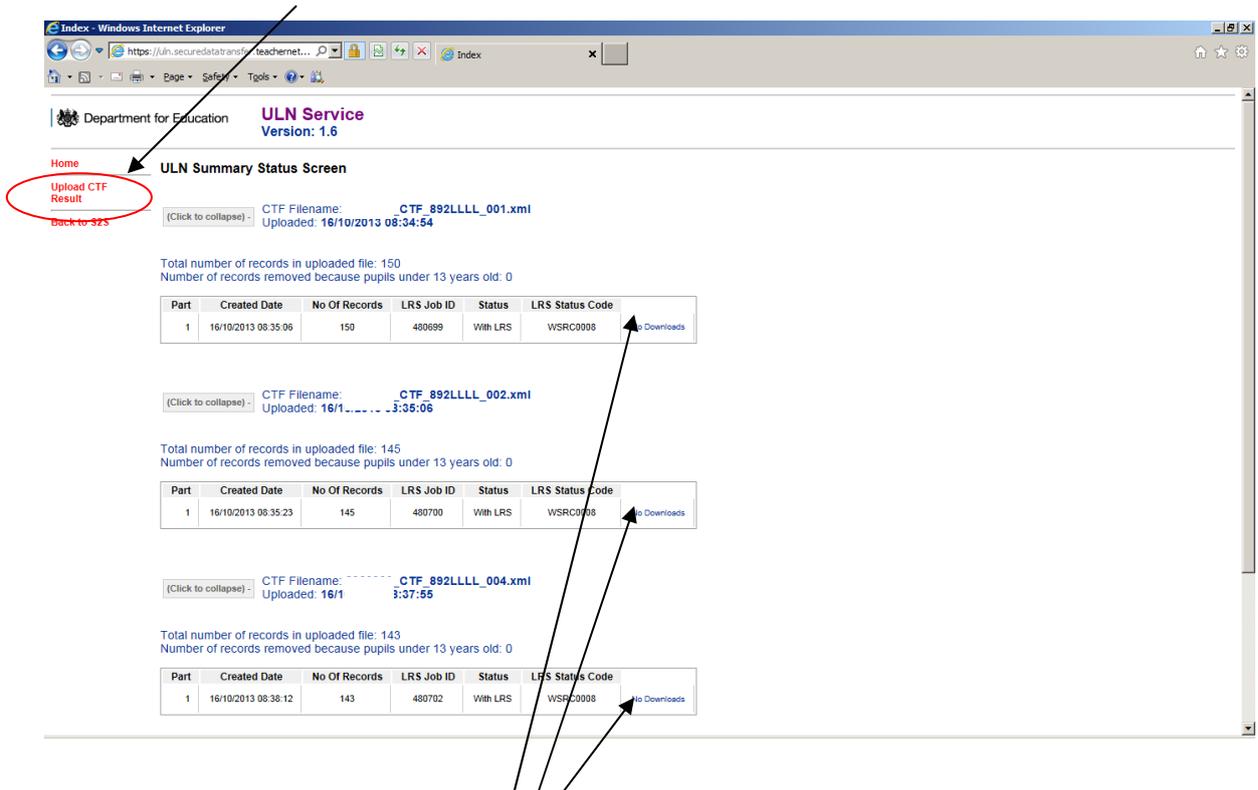
Your results should have an option to 'download' at the end of each files result.

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.