A QUICK GUIDE TO RETRIEVING UNIQUE LEARNER NUMBER'S



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

 $\label{eq:please_note} \begin{array}{c} \mbox{Please note} - \mbox{In order to use these instructions your school must first have} \\ \mbox{Registered with the ULN service} \end{array}$

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.

Data to be Exported										
Student Basic Details	2	Student Address	2	Student	Contacts					
SEN Information		Assessment Data nclude KS1 Tasks/Tests		School	History					
Attendance Summary		ooked After		FSM Hi	story					
Optional Data Descripto free text e.g. Update to H which will appear in the header.	or for a partial CTF - Ple KS2 assessments for Q DataDescriptor tag with	ease enter CDA, nin the CTF								
Student Options										
Effective Date 14/	11/2013	/iew Current students	•	Include s already e	exported	Refresh S	Students			
3 Students										
UPN	Preferred Surname	Preferred Foren	ame R	eg Grp 🖵	Year / 🖵	Year Taught 📮	Previous Destination	Destination LA/Other	Destination School	
P823432109001	Abbot	Hannah	10	DB	10	10		Nottingham		
D823432109002	Adams	Melanie	10	מו	10	10				
					10	10		Nottingham		
T823432109003	Adkins	Richard	1	DE	10	10		Nottingham Nottingham	_	
T823432109003 G823432109004	Adkins Ainsworth	Richard Alison	10	DE DC	10 10 10	10		Nottingham Nottingham Nottingham	/	
T823432109003 G823432109004 W823432109005	Adkins Ainsworth Andrews	Richard Alison Bethany	11	DE DC DE	10 10 10	10 10 10		Nottingham Nottingham Nottingham Nottingham		
T823432109003 G823432109004 W823432109005 X820200103005	Adkins Ainsworth Andrews Aperen	Richard Alison Bethany Alex	10 10 10 10	DE DC DE DE	10 10 10 10	10 10 10 10 10		Nottingham Nottingham Nottingham Nottingham		
T823432109003 G823432109004 W823432109005 X820200103005 K823432109006	Adkins Ainsworth Andrews Aperen Ashworth	Richard Alison Bethany Alex Imogen	10 10 10 10 10 10	DE DC DE DE DC	10 10 10 10 10	10 10 10 10 10 10		Nottingham Nottingham Nottingham Nottingham 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

0020200100000	17 14541115						Support CTF)
Exception Log Number of students	in file: Numb	er of students process	ed:	Number of	students not exported:			
UPN	Preferred Sumame	Preferred Forename	Gender	Date of Birth	Error Description	File Name	Save	

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

Secure Data Transfer System - Home - Windo Secure Data Transfer System - Home - Windo Secure Data Transfer Leadherr Secure Data Transfer Leadherr Secure Data Transfer System - Home - Windo Secure Data Transfer System - Home - H	ows Internet Explorer net.go \mathcal{P}	・ X Geoure Data Transfer Syste X
Department for Education	Secure Da Version: 2.42	ta Transfer System 2
Home Upload Upload Ovlew / Remove CTF Files ULN Service Reports Messages Hessage Templates		From the menu select the option for the ULN Service
Message Address Groups Contacts Logoff		

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



Suggestions
 Contact the Learning Records Service Customer Helpdesk on 0845 602 2589 or email <u>Insupport@learningrecordsservice.org.uk</u> – for queries regarding exception handling or the Learner Register

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

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	#://in.securediationalfer.teachemet クビ 論 2 59 × @ Index ×
Departmer	nt for Education ULN Service Version: 1.6
Home	_ CTF Upload
Upload CTF Result Back to S2S	You may only use this service if your school has signed up to the <u>Learning Records Service's Learner Provider Agreement</u> . By ticking the checkbox below, you explicitly confirm that this is — the case ape that you understand and agree to be bound by the terms and conditions set out in that agreement – and additionally that you will use this service only to acquire ULNs for pupils the oare currently studying at your school.
(□ Lognitim that Lhave read and understood the above paragraph.
	Please use the browse button to select a file to upload
	Upload Browse
	Instructions
	 Use your school's Management Information System (MIS) to create a CTF file containing the basic pupil details and address details of the pupils whose data you want to upload to this service. Use the 'Browse' button above to locate and select that CTF file on your computer. Then press the 'Upload' button. Log back in to this service tomorrow and select the 'Result' option to retrieve both: the file of successfully processed ULNs, and the Exceptions Report describing the unsuccessfully processed data.
	Help
	If you are having difficulties using this service please first consult the <u>ULN service user guide (Word, 1 Mb)</u> and <u>ULN service FAQs (Word, 143 Kb)</u> which contain detailed instructions and many helpful troubleshooting suggestions.
	Further support is available from:
	 DTE S2S Service Helpdesk on 01325 392 626 or email <u>s2s mailbox@education gsi.gov.uk</u> – for queries regarding the DTE S2S Service and other ULN Service issues Learning Records Service Customer Helpdesk on 0845 602 2589 – for queries regarding exception handling or the Learner Register

Click on the browse button to locate your CTF file



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').

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	· Lage · Sale · I gos ·	⊎ • <u>₩</u>											
bepartment 🎆	for Education UL Ver	N Service sion: 1.6											
Home	ULN Summary Stat	us Screen											
Upload CTF Result Back to 325	(Click to collapse) - CTF Upk	Filename: aded: 16/10/2013	_CTF_892LL 08:34:54	.LL_001.xm	I								
	Total number of record Number of records rem	s in uploaded file: 1 oved because pupi	50 Is under 13 ye	ars old: 0									
	Part Created Date 1 16/10/2013 08:35:	No Of Records	LRS Job ID 480699	Status With LRS	LRS Status Code WSRC0008	Downloads							
	Total number of record Number of records rem	aded: 16/1 s in uploaded file: 1 oved because pupl	45 Is under 13 ye	ars old: 0									
	Part Created Date	No Of Records	LRS Job ID	Status	LRS Status Code								
	1 16/10/2013 08:35:	23 145	480700	With LRS	WSRC0008	lo Downloads							
	(Click to collapse) - Upk	Filename: aded: 16/1	CTF_892LL 3:37:55	.LL_004.xm	" / /	/							
	Number of records terr	oved because pupi	is under 13 ye	ars old. U			_						
	1 16/10/2013 08:38:	No Of Records	480702	Status	UNSPC0008	No Downloads							
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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.