

## DLN accounts - Employee Types Descriptions

Various groups of employees, from the Defence Team to many others, require access to the DLN to access training courses for their positions. This document provides guidance on how to create a DLN account for the various groups of employees.

TYPE	Civilian – DND Public Service	Independent Contractors	Defence Construction Canada (DCC)	Locally Engaged Staff (LES)	Other Government Department (OGD)
DESCRIPTION	<p>This group includes members of the Federal Public Service who work directly for the Department of National Defence (DND) as their substantive employer. This includes employees of various tenures, such as indeterminate, term, casual, students, e.g. FSWEF, Co-op</p> <p>Employees have a <b>Personal Record Identifier (PRI)</b> which consists of eight (8) numeric digits long (not including any leading 0's). This can be found on the back of the DND ID card (NDI 21).</p>	<p><i>Independent Contractors &amp; Canadian Forces Health Information Services (CFHIS)</i> who are working with DND on a contractual basis and require access to complete training mandated by DND or who require <i>elevated privileges (EP)</i> to manage the development and/or delivery of a course on the Defence Learning Network (DLN).</p> <p>These individuals are not employees of the Federal Public Service. They may be independent or working through contracting agencies.</p> <p>Independent Contractors are assigned an <i>SFN#</i>. This unique identifier has ten (10) digits and meets the following format: X*****@.<sup>1</sup></p>	<p>Employees of the Crown corporation <i>Defence Construction Canada</i>.</p> <p>These individuals are not employees of the Federal Public Service.</p> <p>They are identified by a <b>DCC Employee Number</b> This unique identifier has between 4 and 6 digits.</p>	<p>LES are staff engaged outside of Canada. DND's LES include local nationals, dependants of CAF members and Canadian civilians sent from Canada.</p> <p>These individuals are not employees of the Federal Public Service.</p> <p>LES are assigned an <i>SFN#</i>. This unique identifier has ten (10) digits and meets the following format: X*****@.<sup>1</sup></p>	<p>This group includes employees of the Federal Public Service who work for any other department that is not the DND (e.g., Transport Canada), are <b>not</b> entered into the DND HRMS system and are required under DND direction to take training on the Defence Learning Network (DLN).</p> <p>This does <b>not</b> include employees on secondment or in acting positions who should be entered in to the DND HRMS system and are considered "DND Public Service" employees.</p> <p>Employees of OGDs must have a <b>Personal Record Identifier (PRI)</b> which consists of eight (8) numeric digits long (not including any leading 0's).</p>

TYPE	Civilian – DND Public Service	Independent Contractors	Defence Construction Canada (DCC)	Locally Engaged Staff (LES)	Other Government Department (OGD)
PROCESS	<p>A DLN account is created automatically through an inbound feed process from the DND HRMS system.</p> <p>No request is required.<sup>2</sup></p> <p>The automated account creation process takes up to 2 weeks from the time the employee’s information is entered in HRMS.</p>	<p>A DLN account can be created manually upon receipt and approval of a request submitted by your designated authority (i.e., individual within DND/CAF with the authority to hire and oversee the work performed).</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>3</sup></p>	<p>A DLN account can be created manually upon receipt and approval of a request submitted by your designated authority (i.e., individual within DND/CAF with the authority to hire and oversee the work performed).</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>3</sup></p>	<p>A DLN account can be created manually upon receipt and approval of a request submitted by your designated authority (i.e., individual within DND/CAF with the authority to hire and oversee the work performed).</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>3</sup></p>	<p>A DLN account can be created manually upon receipt and approval of a request submitted by your designated authority (i.e., individual within DND/CAF with the authority to hire and oversee the work performed).</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>3</sup></p>
USERNAME	<p>The DLN username will be in this format:</p> <p><b>D365 Username<sup>4</sup></b></p>	<p>The DLN username will be one of the two following formats:</p> <p><b>D365 Username<sup>4</sup></b></p> <p>If the user does not have a D365 account, the <b>SFN#</b> is used as their username.</p>	<p>The DLN username will be one of the two following formats:</p> <p><b>D365 Username<sup>4</sup></b></p> <p>If the user does not have a D365 account, the DCC Email Address (e.g. john.doe@dcc-cdc.gc.ca ) is used as their username.</p>	<p>The DLN username will be one of the following formats:</p> <p><b>D365 Username<sup>4</sup></b></p> <p>If the user does not have a D365 account, the <b>SFN#</b> is used as their username.</p>	<p>The username will be in one of the two following formats:</p> <p><b>D365 Username<sup>4</sup></b></p> <p>If the user does not have a D365 account, the <b>PRI</b> is used as their username.</p>
DURATION	<p>Access is granted for the duration of the employee’s tenure.</p>	<p>Access is granted for a period of 2 months.<sup>5</sup></p>	<p>Access is granted for a period of 2 months.</p>	<p>Access is granted for a period of 2 months.</p>	<p>Access is granted for a period of 2 months.</p>

TYPE	Canadian Armed Forces (CAF) Members	Canadian Rangers	Civilian Cadet Instructors	Foreign Exchange Personnel	Foreign Military Instructors
DESCRIPTION	<p>This group includes all active members of the CAF (Regular and Reserve forces).</p> <p>Members have a Service Number (SN) in the format of a letter followed by eight (8) numeric digits which can be found on the back of the DND ID card (NDI 20).</p>	<p>This group includes all active members of the Canadian Rangers.</p> <p>Members have a Service Number (SN) in the format of a letter followed by eight (8) numeric digits.</p>	<p>Civilian members of the Cadet Instructor Cadre who possess a valid Service Number and are currently on contract.</p> <p>Members have a Service Number (SN) in the format of a letter followed by eight (8) numeric digits.</p>	<p>Military personnel of a foreign country who are working with the Department of National Defence as part of the foreign exchange program.</p> <p>Foreign Exchange military members receive a Canadian Service Number (SN) in the format of a letter followed by eight (8) numeric digits.</p>	<p>Military personnel of a foreign country who are working with the Department of National Defence to instruct a course on the Defence Learning Network but are not on exchange with the Department of National Defence.</p> <p>These members <u>do not</u> receive a Canadian Service Number (SN).</p>
PROCESS	<p>A DLN account is created automatically through an inbound feed process from the CAF Guardian system.</p> <p>No request or intervention is required.</p> <p>The automated account creation process takes up to 2 weeks from the time the member's information is entered in HRMS.</p>	<p>An account can be created manually upon receipt and approval of a request submitted by your designated authority (i.e., individual within DND/CAF with the authority to hire and oversee the work performed).</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>3</sup></p>	<p>A DLN account will be created through an automated process with the DND HRMS system based on your Service Number.</p> <p>No request or intervention is required.</p> <p>The automated account creation process takes up to 2 weeks from the time the member's information is entered in HRMS.</p>	<p>A DLN account will be created through an automated process with the DND HRMS system based on your Service Number.</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>3</sup></p>	<p>A DLN account can be created manually upon receipt and approval of a request submitted by your designated authority (i.e., individual within DND/CAF with the authority to hire and oversee the work performed).</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>3</sup></p>

TYPE	Canadian Armed Forces (CAF) Members	Canadian Rangers	Civilian Cadet Instructors	Foreign Exchange Personnel	Foreign Military Instructors
USERNAME	<p>The DLN username is in the following format:</p> <p><b>D365 Username</b><sup>4</sup></p>	<p>The DLN username is in the following format:</p> <p><b>Service Number</b></p>	<p>The DLN username is in one of the two following formats:</p> <p><b>D365 Username</b><sup>4</sup></p> <p>If the user does not have a D365 account, the <b>Service Number</b> is used as their username.</p>	<p>The DLN username is in one of the two following formats:</p> <p><b>D365 Username</b><sup>4</sup></p> <p>If the user does not have a D365 account, the <b>Service Number</b> is used as their username.</p>	<p>The DLN username is in the following format:</p> <p><b>D365 Username</b><sup>4</sup></p> <p><b>firstname.lastname</b> - This may also contain numbers if your <i>firstname.lastname</i> is not unique.</p>
DURATION	<p>Access is granted for the duration of the member's service.</p>	<p>Access will be granted for a period of 1 year.</p>	<p>Access is granted for the duration of the member's service.</p>	<p>Access is granted for the duration of the member's service.</p>	<p>Access will be granted for a period of 2 months.</p>

TYPE	Foreign Military Students	Staff of Non-Public Funds (NPF)	None of the Above		
DESCRIPTION	<p>Military personnel of a foreign country who are required to take a course on the Defence Learning Network but are not on exchange with the Department of National Defence.</p> <p>These members <u>do not</u> receive a Canadian Service Number (SN).</p>	<p>The Staff of Non-Public Funds (NPF) is a separate agency which contains employees and contractors acting in Non-Public Property capacity.</p> <p>NPF staff have a PRI number starting with the letters “NP.” This can be found on the back of the DND ID card (NDI 21)</p>	<p>Individuals who do not belong to one of the groups listed herein, working on a <i>volunteer</i> basis or as members of outside agencies with the Department of National Defence are not authorized to access the DLN systems.</p> <p>e.g., Military Family Resource Centre (MFRC)</p>		
PROCESS	<p>A DLN account can be created manually upon receipt and approval of a request submitted by your designated authority (i.e., individual within DND/CAF with the authority to hire and oversee the work performed).</p> <p>The designated authority must open, complete, and submit the appropriate account request form.<sup>1</sup></p>	<p>A DLN account is created through a semi-automated process with the NPF PRI number.</p> <p>No request or intervention is required.</p> <p>The automated account creation process takes up to 2 weeks from the time the member’s information is entered in the NPF HR system.</p> <p>NPF employees can get assistance from the following:  <a href="mailto:HRIShelpdesk@cfmws.com">HRIShelpdesk@cfmws.com</a></p>	<p>A DLN account will not be created for members of this group.</p> <p>Individuals within this group who require access to specific training will have to consult the administration who provided them the instruction to take the training to determine alternate options to access the content.</p>		

TYPE	Foreign Military Students	Staff of Non-Public Funds (NPF)	None of the Above		
USERNAME	The DLN username is in the following format:  <b>firstname.lastname</b> - This may also contain numbers if your <i>firstname.lastname</i> is not unique.	The DLN username is in the following format:  <b>firstname.lastname</b> - This may also contain numbers if your <i>firstname.lastname</i> is not unique	N/A		
DURATION	Access is granted for a period of 2 months.	Access duration is managed automatically based on tenure.	N/A		

<sup>1</sup> The SFN# is generated by using the first two letters of a last name, the first initial of first name, then the day, month & last digit of the year of birth. For example, the SFN# for John Doe, born January 1<sup>st</sup>, 1975, is XDOJ010175@.

<sup>2</sup> DND Civilian employees who are transferring from other departments might experience delays in the transfer of their HRMS file from their previous employers. In such cases, a DLN account will be created manually to avoid delays in the employee's onboarding process. Refer to instructions provided [here](#) to inform DLN BMO Civ of your need to have an account created this way.

<sup>3</sup> The form is available in the DLN under Need Help? > Account Management > Account Requests > InfoPath DLN Account Request Form ([DWAN link](#)). The form must be accessed while connected to the DWAN for the online submission to be successfully completed. Responsibility for completing and submitting the form cannot be delegated.

<sup>4</sup> Whenever an extension or the reactivation of an existing account is needed, a new request must be submitted by the designated authorizer.

<sup>5</sup> The D365 username is to log into a user's D365 account and corresponds to a user's ECN e-mail address. (e.g. [john.doe1@ecn.forces.gc.ca](mailto:john.doe1@ecn.forces.gc.ca)). This is the default value for DLN usernames whenever available.

<sup>6</sup> Exceptions can be made for contractors who are DLN administrators. In such cases, the account request must clearly indicate that the individual will be performing tasks requiring access to the DLN and state the end date of their contract. Access will be granted until end of contract, up to a maximum of 2 years.