

# SLMS: Register for ASCP and Online Learning

STATEWIDE LEARNING MANAGEMENT SYSTEM

To participate in the Administrative Skills Certificate Program (ASCP), you must request an Online Learning license *and* register for the ASCP.

## A. LOG IN

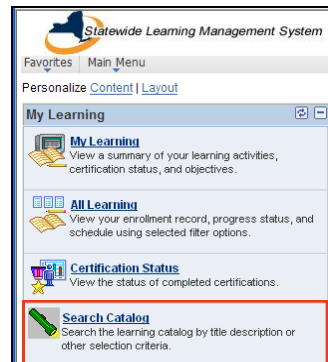
1. Go to the SLMS login web page (type <https://nyslearn.ny.gov> in your browser's address bar).
2. Click in the **Username** box and type your SLMS username.
3. Click in the **Password** box and type your password.
4. Click on the **"Sign In"** button.



**Tip:** You can get your SLMS username/password from your Human Resources office.

## B. SEARCH FOR THE ONLINE LEARNING PROGRAM

1. Click on the **"Search Catalog"** link.
2. Click on the **"Programs"** link from the **Select Search Category** list.
3. Type in all or part of the program name you are looking for (e.g. Online Learning) and click on the **"Search Programs"** button.
4. The two Partnership Online Learning Programs will be displayed.



[Partnership Online Learning Program - Home Use Only \(P\\_OL\\_Program\)](#) Curriculum

Over 2,600 online SkillsSoft courses that can be taken 24 hours a day, seven days a week at your own pace. Available only to CSEA-represented NYS employees. For more information, email [onlinelearninghelp@nyscseapartnership.org](mailto:onlinelearninghelp@nyscseapartnership.org) or call 518-486-7814.

[Partnership Online Learning Program - Work and Home Use \(P\\_OL\\_ProgramWk\)](#) Curriculum

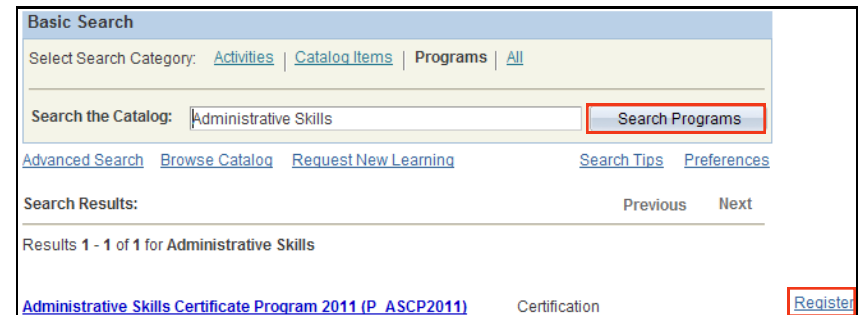


## C. REGISTER FOR THE ONLINE LEARNING PROGRAM

1. Click on **"Register"** to the right of "Partnership Online Learning Program - Home Use Only" or "Partnership Online Learning Program - Work and Home Use." The "Work and Home Use" program requires manager approval.
2. Click on the **"Submit Registration"** button to confirm your registration request. A message will appear confirming your registration status ("successfully registered" or "pending approval"). After your manager has approved your request (if necessary), you will be assigned an Online Learning license and notified by email.

## D. REGISTER FOR THE ASCP

1. Click on the **"Search Catalog"** link, then click on the **"Programs"** link from the **Select Search Category** list.
2. Type in all or part of the program name you are looking for (e.g. Administrative Skills) and click on the **"Search Programs"** button.
3. Click on the **"Register"** link to the right of "Administrative Skills Certificate Program 2011." Next, click on **"Submit Registration"** to confirm your request. A message will appear confirming that you are enrolled in the ASCP.



Need assistance? Contact [OnlineLearningHelp@nyscseapartnership.org](mailto:OnlineLearningHelp@nyscseapartnership.org) or 800-253-4332.

