

# SLMS: Applying for an Online Learning License

STATEWIDE LEARNING MANAGEMENT SYSTEM

## 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.



### Search Catalog

#### Basic Search

Select Search Category: [Activities](#) | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#)

[Search Tips](#) [Preferences](#)



## C. REGISTER FOR THE PROGRAM

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



Over 2,600 online SkillSoft 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



1. Click on the **"Register"** link 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.

### Register For Curriculum

#### Review Information

Marianne Brownell, Employee Program Asst, Labor Management Committees

Program Name:	<a href="#">Partnership Online Learning Program - Home Use Only</a>	Type:	Curriculum
Program Code:	P_OL_Program	Contact:	
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD

[Search Catalog](#) [Browse Catalog](#)



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