

SLMS: Getting Started

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. BROWSE THE CATALOG

1. Click on the **"Browse Catalog"** link.
2. Locate the category you would like to see courses/items in (such as **"NYS & CSEA Partnership for Education and Training"**) and click on that category name.
3. Click to open related categories in the topic (such as **"Online Learning"**) that interest you.
4. To return to a previous category, click on that link at the top of the screen (e.g. **"NYS & CSEA Partnership for Education and Training"**).



Browse Catalog

Browse and view the learning under your selected category. Select the name of the Learning to view details. You can register for a course by selecting the 'Register' hyperlink. You can view the activities for a Catalog Item and enroll by selecting the 'Select' hyperlink.

[Learning Catalog](#) > [NYS & CSEA Partnership for Education and Training](#) > [Online Learning](#) >> [Skillssoft](#)

Over 2,600 self-paced online courses that help participants learn new skills in categories such as Business, Communication, and Technology. Most courses require one hour to complete.

C. SEARCH THE CATALOG

1. Click on the **"Search Catalog"** link.
2. Click on the **"All"** button from the **Select Search Category** list to search all Activities, Catalog Items, and programs.
3. Type in part of an item name or keyword (for example, "grammar") in the **Search the Catalog** box.
4. Click on the **"Search All"** button to view a list of courses that have that word (or words) in its name or description.



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](#)

Search Results:

[Previous](#)

[Next](#)

Tip: Think of a "catalog item" as a course, and an "activity" as a class (which is a scheduled event). A "program" is usually a series of courses that lead to a certificate or license.

D. ENROLL IN AN ACTIVITY

1. Search (or Browse) the catalog for the activity to enroll in.
2. Once you've located the activity, click on the **"Enroll"** button next to its name.
3. If there are no activities to enroll in, you may click on **"Request New Learning"** link to request that one be scheduled.

Search the Catalog:

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

Search Results: Previous Next

Results 1 - 4 of 4 for grammar

[Business Grammar \(n_GWS-ILT-019\)](#) Enroll

Tip: On many pages you'll see a **"Return to Previous Page"** link. It is recommended to use this rather than your browser's **"Back"** button.

E. PRINT YOUR CERTIFICATE

1. Go to your **"All Learning"** area.
2. Locate a completed activity/program.
3. Click on the **"Print Certificate"** button next to its name.

Active Directory Administration in Microsoft Windows Server 2008	Online	Print Certificate	<input checked="" type="checkbox"/>	Completed	09/15/2011	<input type="button" value="Launch"/>
3tv3t345t34qqq	License		<input checked="" type="checkbox"/>	Completed	09/13/2011	
Maintaining Morale In Trying Times	CLE - Pre-Recorded Video	<input type="button" value="Print Certificate"/>	<input checked="" type="checkbox"/>	Completed	09/12/2011	<input type="button" value="Launch"/>
Maintaining Morale In Trying Times	Webcast/webinar	<input type="button" value="Print Certificate"/>	<input checked="" type="checkbox"/>	Completed	09/12/2011	<input type="button" value="Launch"/>

F. CHECK YOUR SCHEDULED LEARNING AND PROGRESS

1. Click on the **"All Learning"** link.
2. A list of all of the activities and programs that you are scheduled to take (or are waiting for approval to take) will appear.
3. You can click on the title of an activity or program to see more information about it.



Tip: Online courses can be launched (started) from your **"All Learning"** page. To do this, click on the **"Launch"** button next to an Online course.

All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

*Filter Name:

Title	Type	Status	Status	Date	Action	Launch
Maintaining Morale In Trying Times	CLE - Pre-Recorded Video	<input checked="" type="checkbox"/>	In-Progress	09/22/2011	Drop	Launch
Basic Math 202	Instructor-Led Classroom	<input checked="" type="checkbox"/>	Enrolled	09/22/2011	Drop	
Ratios and Averages	Instructor-Led Classroom	<input checked="" type="checkbox"/>	Pending Approval	09/08/2011		
Emergency Response in the Workplace	Online	<input checked="" type="checkbox"/>	Dropped	09/22/2011		

G. DROP A COURSE

1. Go to your **"All Learning"** page.
2. Locate the activity/program you wish to drop, then click on the **"Drop"** button next to its name.
3. If a manager or administrator enrolled you in the course, you will have to contact that person to drop it for you.