How to Apply for an Online Learning License

IN THE STATEWIDE LEARNING MANAGEMENT SYSTEM (SLMS)

A. LOG IN
Non-SUNY Employees:
2. Click on the SLMS Login button at the top of the screen.
3. Type in your SLMS Username and Password, and then click on the Sign In button.

Tip: Non-SUNY employees – You can get your username and password using the “Forgot My Username” and/or “Forgot My Password” links on the login page.

SUNY Employees:
1. Go to the SUNY portal site (www.suny.edu).
2. Click System.SUNY.edu link at the top right.
3. Click SUNY Portal under Employee Resources.
4. The SUNY SECURE Sign On box will appear. Select your campus and click the Login button.
5. Type the ID/Username and Password for the account requested on the screen and click the Login button. Then click on E-Business Services and SLMS.
6. Click NY.GOV ID and Statewide Learning Management.

Tip: SUNY employees – Contact your campus help desk for your username and password.

B. APPLY FOR AN ONLINE LEARNING LICENSE
1. Click on the Find Learning link.
2. Click in the Search by keyword box and type in “Partnership Online Learning” and then click on the Search double-headed arrow or press Enter.
3. Under the Filter By area (on the left side of the screen) locate By Learning Type. Click on the Curriculum filter (you may need to click More first).
4. Click on the Register link to the right of Partnership Online Learning License - Home Use Only or Partnership Online Learning License - Work and Home Use. Note: Work and Home Use requires manager approval.
5. Click on the Submit Registration button. A message confirming your registration status will appear (it shows “pending approval” for now).
   - If you registered for “Home Use Only,” you will be assigned an Online Learning license by Partnership staff.
   - If you registered for “Work and Home Use,” you will be assigned an Online Learning license after your manager has approved your request.
6. Once your application has been processed, your status will change to Completed and you will be notified by email.

Need assistance? Email OnlineLearningHelp@nyscseapartnership.org or call (800) 253-4332.