

How to Apply for an Online Learning License

IN THE STATEWIDE LEARNING MANAGEMENT SYSTEM (SLMS)

A. LOG IN

Non-SUNY Employees:

1. Go to the SLMS login web page (<https://nyslearn.ny.gov>).
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.