

# **Getting Started: Enrolling in Partnership Classes**

Using the Statewide Learning Management System (SLMS)

### Login to the Statewide Learning Management System

#### **Non-SUNY Employees:**

- Go to the SLMS login web page (https://nyslearn.ny.gov). Select the SLMS Login button.
- 2. Enter your SLMS Username and Password, then select the Sign In button.

Username	
Password	
	Sign In

#### **SUNY Employees:**

- **1.** Login to SLMS from the **SUNY Secure Portal** (System.SUNY.edu) where you'll select your campus from the drop-down menu and then enter your login credentials.
- From there, you'll navigate to the E-Business Services tab, then SLMS–Statewide Learning Management System, then the SLMS link on the my.ny.gov page.



### Search the SLMS Catalog

- **1.** Select the **Find Learning** link in the Quick Links menu in SLMS.
- 2. Locate the Search by Keyword box.
- **3.** Enter the SLMS Class Code and select **Enter** to search.
- 4. A list of classes that match your search criteria will appear.

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0	Learning Objectives	
	Learning Plans	
	Supplemental Learning	

### Enroll in A Partnership Class

- **1.** Locate the class you wish to take using **Find Learning** as shown in the previous section.
- To view dates, times, and training site of the class, select Class Code; Schedule; and the link under Location. Select Close when finished viewing this information.
- **3.** Next, select the **Enroll** button by the class code. Then select **Submit Enrollment** to confirm.



#### **Check Your Scheduled Learning and Progress**

- Select My Learning on the Quick Links menu. A list of the classes you are scheduled to take (or are waiting for approval to take) will appear.
- Locate the name of your class. If you have many items, you may need to select View All or the Show Next Row arrow at the top of the screen. You can also select Title to alphabetize the items by name.

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Certifications	
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Learning Plans	
Supplemental Learning	

3. Select the name of the class or program for more information.

*Tip:* If your supervisor has approved your request to attend but your status is still Pending Approval, it is because the Partnership must now approve your request. This is done approximately two weeks before the course date.

- 1. Select My Learning on Quick Links menu. Locate the class/program to be dropped.
- 2. Select the Drop button by the class name. Then select Drop again.
- **3.** If a manager/administrator enrolled you, contact them to drop the class. If you sent an application to the Partnership, please call us at (800) 253-4332.

Confirmation Number 163	60696		
Class Name	Adobe Dreamweaver CC 2015 Bro	*Online	
Class Code	EKBSS_TMPL2016060814343725	8 Contact	
Price Per Seat		Drop Charge	
Enrollment Status	Enrolled	Confirmation Number	16360696
Start Date		End Date	
Last Enrollment Date		Last Drop Date	
Dron Cancel			

## Print a Certificate

- **1.** Select **My Learning** on the Quick Links menu.
- 2. Locate the completed class/program.
- 3. Select the Print Certificate button next to the name of the class/program.



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**Need Help?** Email: learning@nyscseapartnership.org Call: (800) 253-4332

www.nyscseapartnership.org