

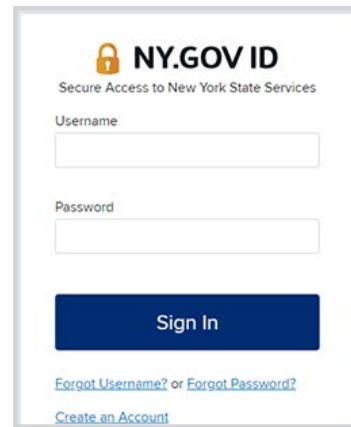
# Getting Started: Enrolling in Partnership Classes

Using the Statewide Learning Management System (SLMS)

## Login to the Statewide Learning Management System

### Non-SUNY Employees:

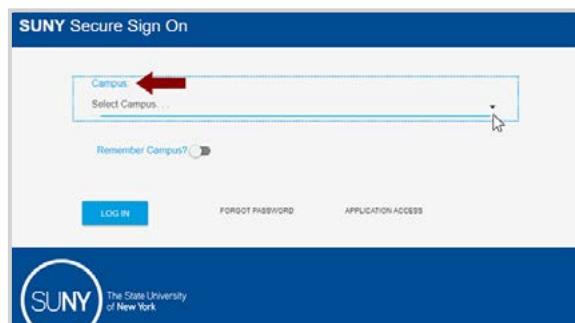
1. Go to the SLMS login web page (<https://nyslearn.ny.gov>). Select the **SLMS Login** button.
2. Enter your SLMS Username and Password, then select the **Sign In** button.



The image shows the NY.GOV ID login interface. It features a yellow padlock icon and the text "NY.GOV ID" in a bold, sans-serif font. Below this, it says "Secure Access to New York State Services". There are two input fields: "Username" and "Password", each with a placeholder line. A large blue "Sign In" button is centered below the fields. At the bottom, there are links for "Forgot Username? or Forgot Password?" and "Create an Account".

### SUNY Employees:

1. Login to SLMS from the **SUNY Secure Portal** ([System.SUNY.edu](https://System.SUNY.edu)) where you'll select your campus from the drop-down menu and then enter your login credentials.
2. 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](https://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.



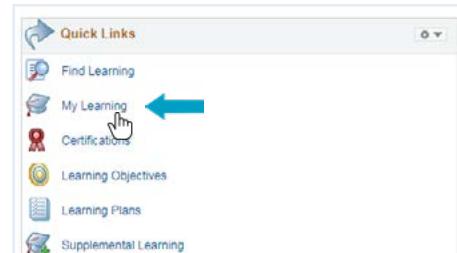
## Enroll in A Partnership Class

1. Locate the class you wish to take using **Find Learning** as shown in the previous section.
2. 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

1. 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.
2. 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.
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.



## Drop a Class

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.

Are you sure you want to drop this class?

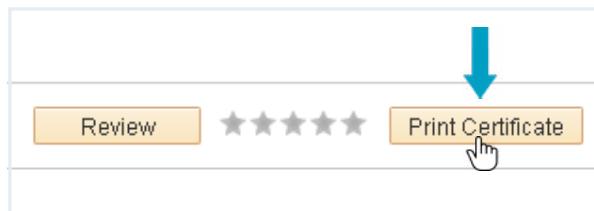
|                      |   |
|----------------------|---|
| Confirmation Number  | 16360696                                    |
| Class Name           | Adobe Dreamweaver CC 2015 Browsers and HTML |
| Type                 | *Online                                     |
| Class Code           | EKBSS_TMPL20160608143437258                 |
| Contact              | --  |
| Price Per Seat       | --  |
| Drop Charge          | --  |
| Enrollment Status    | Enrolled                                    |
| Start Date           | --  |
| Last Enrollment Date | --  |
| Confirmation Number  | 16360696                                    |
| End Date             | --  |
| Last Drop Date       | --  |

 **Drop** **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.



Updated: 02/08/2024