Apply for a Partnership Online Learning License

Only CSEA-represented NYS employees are eligible for a Partnership Online Learning License.
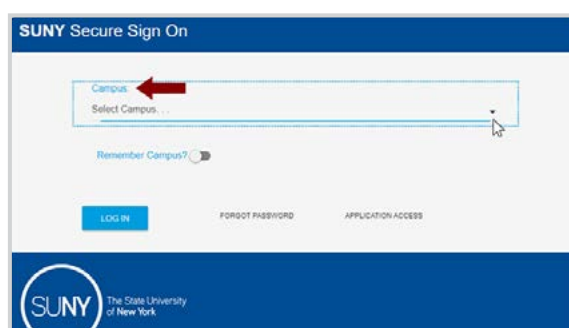
☑ Login to the Statewide Learning Management System (SLMS)

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.

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.

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 page.
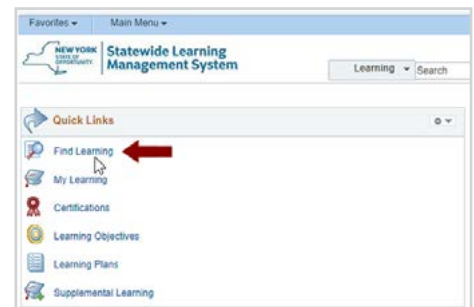
Step 1: Apply for a Partnership Online Learning License

CSEA-represented NYS Employees

You must first apply for a **Partnership Online Learning License Program** (*SLMS Code: P_OL_Program)* in SLMS to successfully register for our certificate programs.

Note: Only CSEA-represented NYS employees are eligible for a Partnership Online Learning License.

1. Select the **Find Learning** link in the **Quick Links** menu in SLMS.

2. Locate the **Search by Keyword** box and enter **P_OL_Program**. Select **Enter** to search.

3. Select the **Partnership Online Learning License Program**, choose **Register**, and then select **Submit Registration**.

4. You will see a message (and a status of) **Pending Approval** for now. Next, Partnership staff will process your application and assign you a license (please allow up to five business days). Once your license has been processed, the status in your **My Learning** area will change to **Completed**.

NYS Management/Confidential Employees

Please contact your agency training director to obtain an **Empire KnowledgeBank** license so that you can successfully register for our certificate programs.

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