



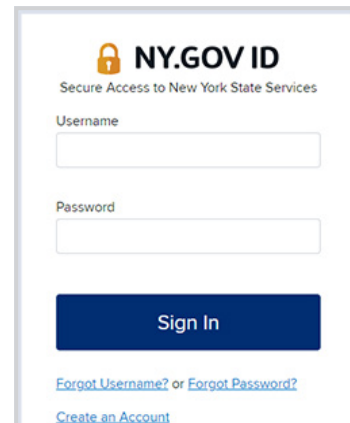
Register for an Online Learning Certificate Program

Both CSEA-represented NYS employees and Management/Confidential NYS employees may participate in our Online Learning Certificate Programs. The two step registration process varies by group.

Login to the Statewide Learning Management System

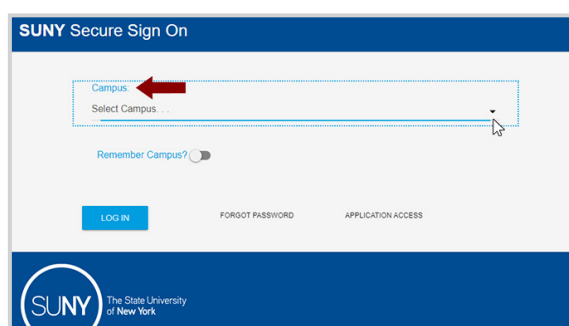
Non-SUNY Employees:

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.



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 the Appropriate License

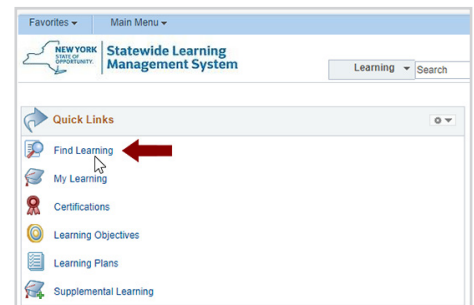
CSEA-represented NYS Employees

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.



Step 2: Register for a Certificate Program

All Eligible Employees

1. Navigate to the **Find Learning** link in SLMS.
2. Locate the **Search by Keyword** box. Enter **Partnership Online Learning** or the SLMS code for **the certificate program of your choice** and select **Enter** to search.
3. Scroll to locate the certificate program in the list and choose **Register**. Then select **Submit Registration**.

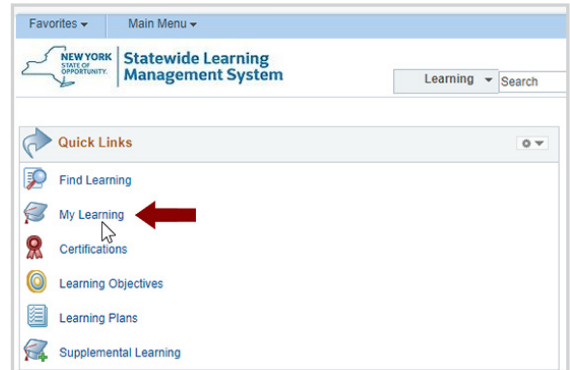




Start Taking Courses to Earn a Certificate

Note: You must complete step one or already have the appropriate license to start taking classes within a certificate program. If you get a message saying, **No classes available**, you do not have an active license and must apply for one. See step one for your employee group.

1. Select the **My Learning** link in the **Quick Links** menu and select the name of your certificate program.
2. Scroll down through the program description until you see the **Section Classes** list and **Enroll** in all of the courses. If the program has elective courses they will appear below the required ones.
3. You must enroll in a class before you can launch it. If you are not already enrolled in the class, select **View Enrollment Options**. Then select the **Enroll** button. Next, select **Submit Enrollment**.
4. You can select the **Launch** link to start a course immediately or launch it later from your **My Learning**.
5. To receive credit for a class, you must complete the final test for that class with a score of 70% or higher. Final tests may be re-taken as many times as you wish without penalty.



Required Mandatory Courses Hide Section Requirements

You must successfully complete all required Organized Office Worker Online Certificate courses to receive a certificate of completion for this program.

Courses will only be marked completed when the course test is passed with a score of 70 or higher.

To complete this section complete all classes.

Section Classes		
Make the Time You Need: Get Organized	Required	You will receive credit for this class if it has been completed within the last 1095 days.

[View Enrollment Options](#)

[View Class Progress](#)

Updated: 01/10/2024