Getting Started Enrolling in Partnership Classes
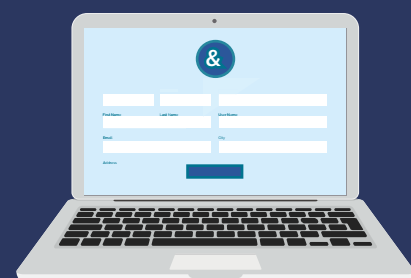
Using the Statewide Learning Management System (SLMS)

## ☑ Login to SLMS

Non-SUNY Employees:

1. Go to the SLMS login web page (https://nyslearn.ny.gov). Click on the **SLMS Login** button.

2. Type in your SLMS Username and Password, then click on the **Sign In** button.

SUNY Employees:

1. Go to the SUNY.edu portal site (System.SUNY.edu). Locate the **Employee Resources** box at the bottom of the screen and click the **SUNY Portal** link.

2. Select your campus from the drop-down box on the SUNY Secure Login screen and then login.

3. Click the **E-Business Services** tab, then the SLMS – **Statewide Learning Management** System link. Next, click the **Statewide Learning Management** link on my.ny.gov page.
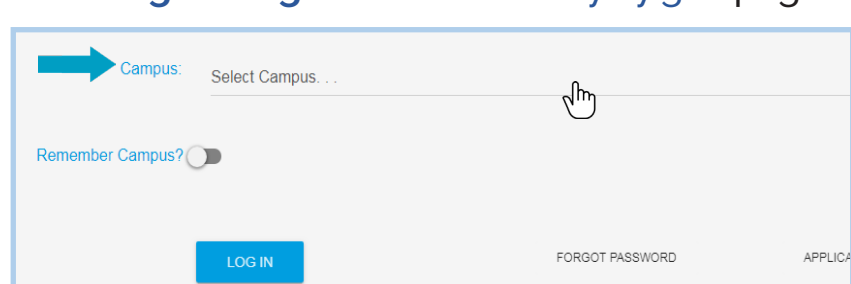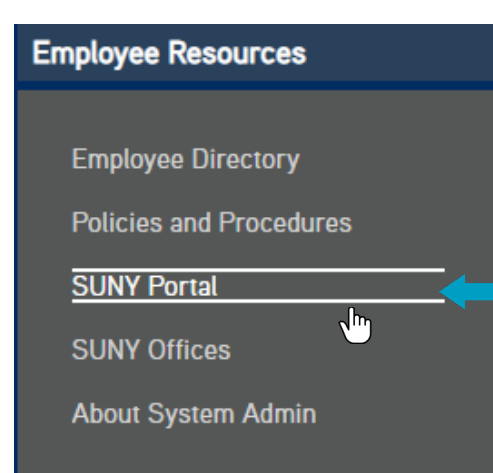
☑ Search the SLMS Catalog for Classes

1. Click the **Find Learning** link in the **Quick Links** menu.

2. Locate the **Search by Keyword** box.

3. Type in part of the class name (or the class code) and press **Enter** to search.

4. A list of the classes that have these words (or the class code) in the title or description will appear.
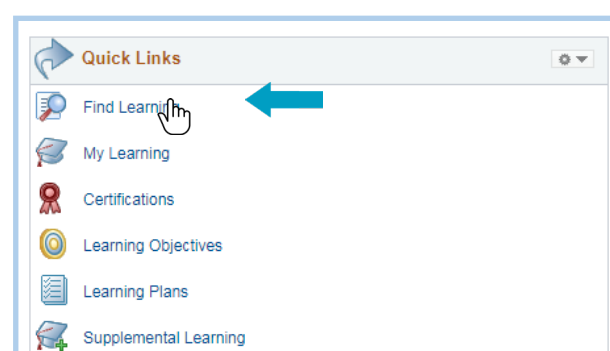
☑ Enroll in a Partnership Class

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

2. To view dates, times, and training site of the class, click **Class Code** link; **Schedule** link; and the link under **Location**. Click **Close** when finished viewing this information.

3. Next, click on the **Enroll** button by the class code. Then click **Submit Enrollment** to confirm.
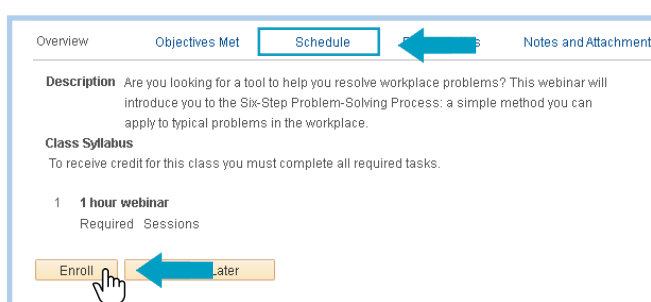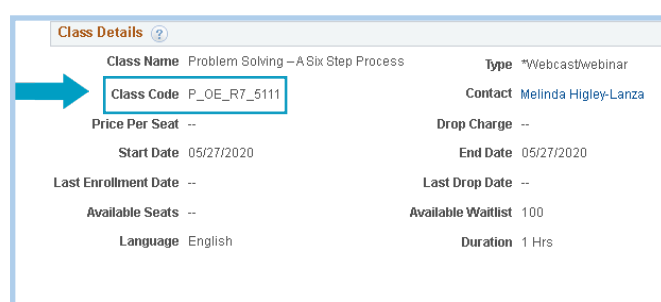
☑ Check Your Scheduled Learning and Progress

1. Click on **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 click **View All** or the **Show Next Row** arrow at the top of the screen. You can also click on **Title** to alphabetize the items by name.

3. You can click on the name of a class or program to see more information about it.
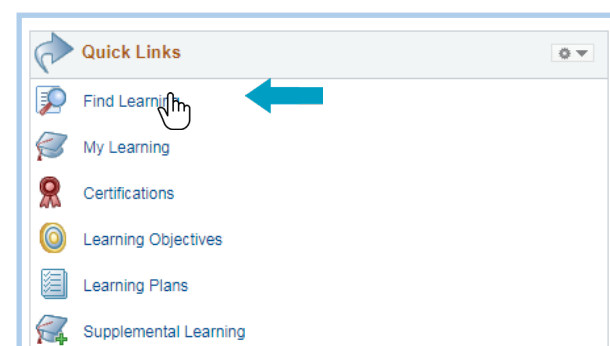
Tip: If your supervisor has approved your request to attend but your status is still Pending Approval, it is because the Partnership must now approve your request. This is done approximately two weeks before the course date.

☑ Drop a Class

1. Click on **My Learning** on **Quick Links** menu. Locate the class/program to be dropped.

2. Click the **Drop** button by the class name. Then click **Drop** again.

3. If a manager/administrator enrolled you, contact them to drop the class. If you sent an application to the Partnership to be enrolled, call the Partnership at 800-253-4332 or 518-486-7814.
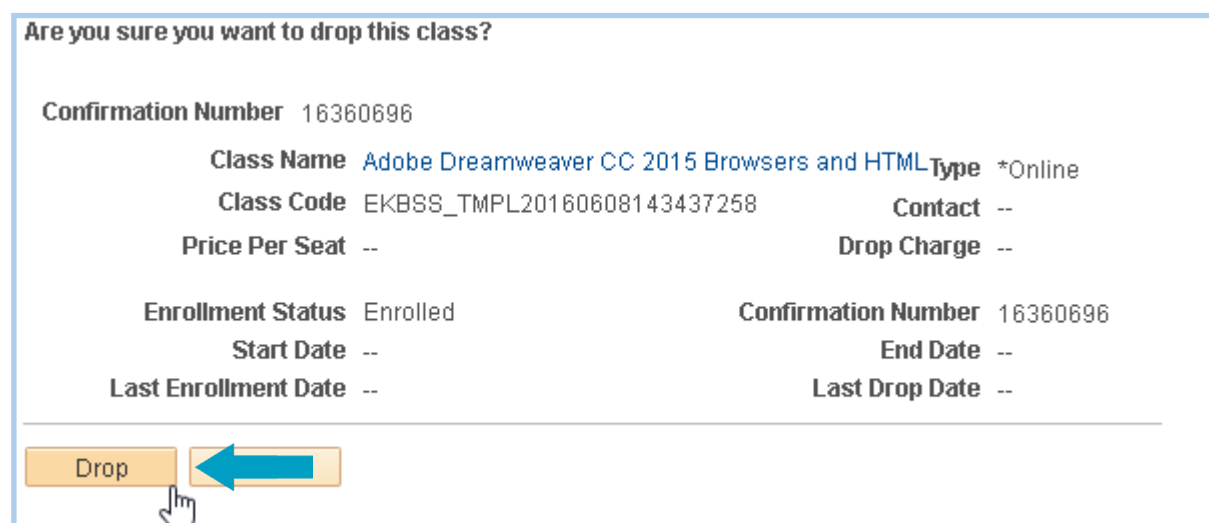
☑ Print a Certificate

1. Click on **My Learning** on the Quick Links menu.

2. Locate the completed class/program.

3. Click on the **Print Certificate** button next to the name of the class/program.

NYS & CSEA Partnership

Need further assistance?
Email: learning@nyscseapartnership.org or call (800)-253-4332