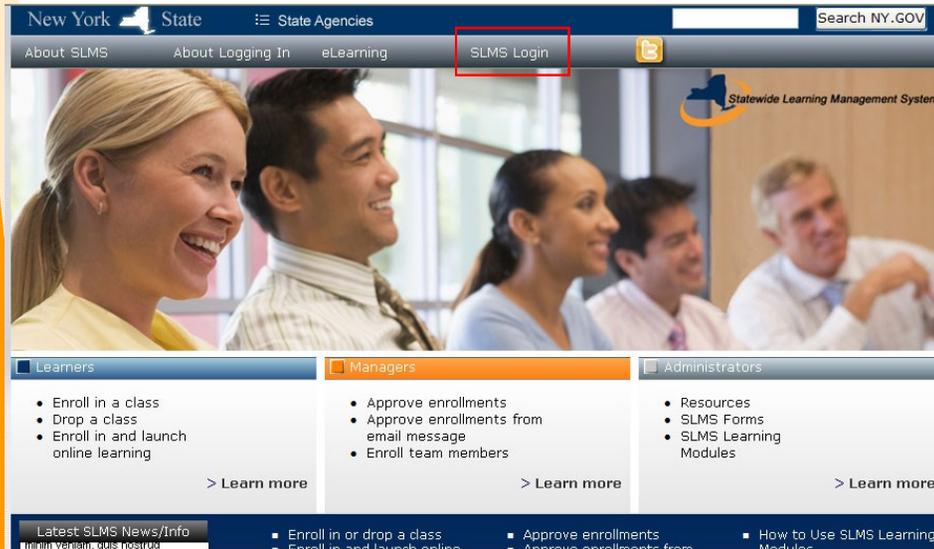


# SLMS: Getting Started

## STATEWIDE LEARNING MANAGEMENT SYSTEM

### 1. LOG IN

1. Go to the SLMS landing page (type <https://nyslearn.ny.gov> in your browser address bar).
2. Click the **SLMS Log in** box.



### 2. ENTER USER NAME AND PASSWORD

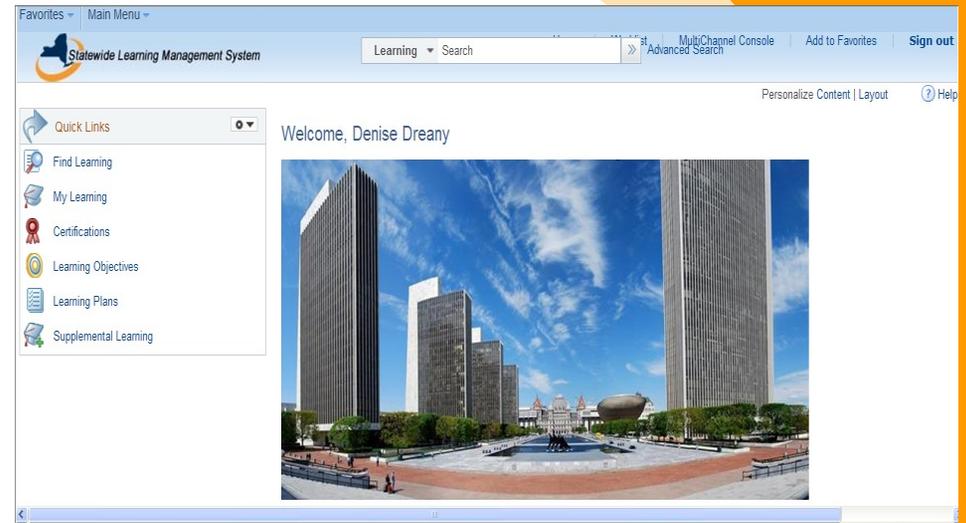
1. Click in the **Username** box and type your SLMS username.
2. Click in the **Password** box and type your password.
3. Click on the **Sign In** button.

A screenshot of the NY.GOV ID login form. It features a blue header with the 'NY.GOV ID' logo. Below the header are two input fields: 'Username' and 'Password'. A 'Sign In' button is positioned below the password field. At the bottom of the form, there are links for 'Forgot Username / Forgot My Password' and 'Terms of Use'.

Tip: You can get your SLMS username or password using the **Forgot Username/**  
**Forgot My Password** links on the login page.

### 3. IN SLMS

You are now in SLMS where you can search for and enroll in training and more.



Use the **Learning Search** box to find and enroll in training.

Use the links on the left to:

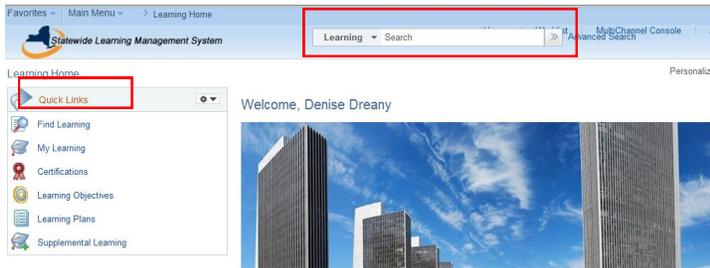
- View your learning history
- View your certifications
- Create learning plans
- Add supplemental learning

Need further assistance? Contact the SLMS Help Desk at (518) 473-8087



## FIND A CLASS

1. Enter the name of the course or a keyword in the **Learning Search** box on the SLMS home page.
2. Click the double arrows next to the search box.
3. A list of courses will be returned (15 per page) containing that title or keyword.
4. Use the **Find Learning** link on the left of the home page to view the entire catalog or for more search options.



## ENROLL IN A CLASS

1. Find the class you want to enroll in by using the **Learning Search** box or from the **Find Learning** page.
2. Click the **Enroll Now** button.
3. The course details page will appear. Click the **Submit Enrollment** button.
4. The **Enrollment Confirmation** page will appear confirming your enrollment.
5. You will receive an email confirming your enrollment.
6. If you need approval for the class an email will automatically be sent to the manager. You will see a status of *pending* on your **My Learning** page until your enrollment has been approved.

Enroll Now

Tip: If you do not see an **Enroll Now** button on a course that means the course has not been scheduled.

## VIEW YOUR LEARNING

1. Click on the **My Learning** link on the left side of the SLMS home page.
2. A list of all courses and programs you have taken or you are enrolled in will appear.
3. You can click on the title of a course or program to see more information about it.
4. Use the **View** filter to select what you would like to view (all completed courses, all pending courses and more).
5. From the **My Learning** page you can:
  - Enroll in a course on your Learning Plan.
  - Drop a course you have enrolled in.
  - Print a certificate of completion.
  - View your learning status.
  - Launch online learning.

Tip: Online courses can be launched (started) from your **My Learning** page. To do this, click on the **Launch** button next to an online course.

