

# SLMS: Getting Started

STATEWIDE LEARNING MANAGEMENT SYSTEM

## A. LOG IN

1. Go to the SLMS login web page (type <https://nyslearn.ny.gov> in your browser address bar).
2. Click in the **Username** box and type your SLMS username.
3. Click in the **Password** box and type your password.
4. Click on the **Sign In** button.



The login form 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, there are links for 'Forgot Username / Forgot My Password' and 'Terms of Use'.

**Tip: You can get your SLMS username password using the [Forgot Username/](#) [Forgot My Password](#) links on the login page.**

## B. BROWSE THE CATALOG

1. Click on the **Browse Catalog** link.
2. Locate the category you would like to see courses or items in (such as **General Workplace Skills**) and click on that category name.
3. Click to open related categories in the topic (such as **Administrative Support/Clerical**).
4. To return to a previous category, click on that link at the top of the screen.



The navigation menu includes links for 'My Learning', 'All Learning', 'Certification Status', 'Search Catalog', and 'Browse Catalog'. The 'Browse Catalog' link is highlighted with a red box. The 'Search Catalog' link is also highlighted with a red box.

### Browse Catalog

Browse and view the learning under your selected category. Select the name of the Learning to view details. You can register for a Program by selecting the 'Register' hyperlink. You can view the activities for a Catalog Item and enroll by selecting the 'Select' hyperlink.

[Learning Catalog](#) >> [General Workplace Skills](#) >> Administrative Support/Clerical

Provides learning opportunities for employees who assist with the efficient mission and function of the agency or organization. Topics include those related to communication and correspondence; organization; coordination; and records maintenance.

## C. SEARCH THE CATALOG

1. Click on the **Search Catalog** link.
2. Click on the **All** button from the **Select Search Category** list to search all Activities, Catalog Items, and programs.
3. Type in part of an item name or keyword (for example, "grammar") in the **Search the Catalog** box.
4. Click on the **Search All** button to view a list of courses that have that word (or words) in its name or description.



The search interface shows a 'Search Catalog' section with a search box containing the word 'grammar' and a 'Search All' button. The 'Search Catalog' link is highlighted with a red box.

### Search Catalog

#### Basic Search

Select Search Category: [Activities](#) | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:

[Advanced Search](#)

[Browse Catalog](#)

[Request New Learning](#)

[Search Tips](#)

[Preferences](#)

Search Results:

[Previous](#)

[Next](#)

**Tip: Think of a "catalog item" as a course, and an "activity" as a class (which is a scheduled event). A "program" is usually a series of courses that lead to a certificate or license.**



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

## D. ENROLL IN AN ACTIVITY

1. Search or Browse the catalog for the activity to enroll in.
2. Once you've located the activity, click on the **Enroll** button next to its name.
3. If there are no activities to enroll in, you may click on **Request New Learning** link to request that one be scheduled.

Search the Catalog:

[Advanced Search](#) [Browse Catalog](#) [Request New Learning](#) [Search Tips](#) [Preferences](#)

Search Results: Previous Next

Results 1 - 4 of 4 for grammar

[Business Grammar \(n. GWS-ILT-019\)](#)

**Tip: On many pages you'll see a Return to Previous Page link. It is recommended to use this rather than your browser's Back button.**

## E. PRINT YOUR CERTIFICATE

1. Go to your **All Learning** area.
2. Locate a completed activity or program.
3. Click on the **Print Certificate** button next to its name.

Title	Type	Print Certificate	Status	Status	Date	Action	Launch
<a href="#">Infection Control Relicensing Course for New York State Professionals</a>	*Online	<input type="button" value="Print Certificate"/>	<input checked="" type="checkbox"/>	Completed	06/13/2012		<input type="button" value="Launch"/>
<a href="#">Privacy and Security of Health Information in New York State (formerly HIPAA)</a>	*Online	<input type="button" value="Print Certificate"/>	<input checked="" type="checkbox"/>	Completed	06/06/2012		<input type="button" value="Launch"/>
<a href="#">Hazard Communication/Right-to-Know</a>	*Online	<input type="button" value="Print Certificate"/>	<input checked="" type="checkbox"/>	Completed	06/05/2012		<input type="button" value="Launch"/>

## F. CHECK YOUR SCHEDULED LEARNING AND PROGRESS

1. Click on the **All Learning** link.
2. A list of all of the activities and programs that you are scheduled to take (or are waiting for approval to take) will appear.
3. You can click on the title of an activity or program to see more information about it.

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Favorites | Main Menu

Personalize Content | Layout

My Learning

**All Learning**  
View your enrollment record, progress status, and schedule using selected filter options.

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

### All Learning

All Learning is a list of the activities you are enrolled in or completed and curricula and certifications for which you are registered or completed. You can view details, progress status, and schedules by clicking on the name of the activity or program.

\*Filter Name:

Title	Type	Status	Status	Date	Action	Launch
<a href="#">Maintaining Morale in Trying Times</a>	CLE - Pre-Recorded Video	<input checked="" type="checkbox"/>	In-Progress	09/22/2011	<input type="button" value="Drop"/>	<input type="button" value="Launch"/>
<a href="#">Basic Math 202</a>	Instructor-Led Classroom	<input checked="" type="checkbox"/>	Enrolled	09/22/2011	<input type="button" value="Drop"/>	
<a href="#">Ratios and Averages</a>	Instructor-Led Classroom	<input checked="" type="checkbox"/>	Pending Approval	09/08/2011		
<a href="#">Emergency Response in the Workplace</a>	Online	<input checked="" type="checkbox"/>	Dropped	09/22/2011		

## G. DROP A COURSE

1. Go to your **All Learning** page.
2. Locate the activity or program you wish to drop, then click on the **Drop** button next to its name.
3. If a manager or administrator enrolled you in the course, you will have to contact that person to drop it for you.