

How to Register for a Partnership Certificate Program

IN THE STATEWIDE LEARNING MANAGEMENT SYSTEM (SLMS)

Rev. 2/3/17

To participate in a Partnership Certificate Program, you must first apply for an Online Learning license and then register for the Certificate Program.

A. LOG IN

Non-SUNY Employees:

1. Go to the SLMS login web page (<https://nyslearn.ny.gov>).
2. Click on the **SLMS Login** button at the top of the screen.
3. Type in your SLMS Username and Password, and then click on the **Sign In** button.



Tip: Non-SUNY employees – You can get your username and password using the “Forgot My Username” and/or “Forgot My Password” links on the login page.

SUNY Employees:

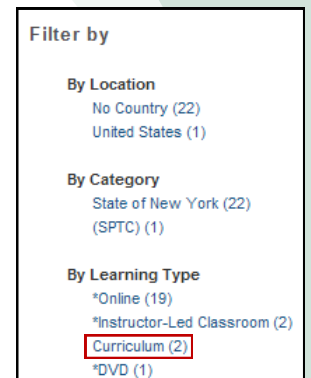
1. Go to the SUNY portal site (www.suny.edu).
2. Click **System.SUNY.edu** link at the top right.
3. Click **SUNY Portal** under **Employee Resources**.
4. The **SUNY SECURE Sign On** box will appear. Select your campus and click on the **Login** button.
5. Type the ID/Username and Password for the account requested on the screen and click on the **Login** button. Then click on **E-Business Services** and **SLMS**.
6. Click **NY.GOV ID** and **Statewide Learning Management**.



Tip: SUNY employees – Contact your campus help desk for your username and password.

B. APPLY FOR AN ONLINE LEARNING LICENSE

1. Click on the **Find Learning** link.
2. Click in the **Search by keyword** box and type in “Partnership Online Learning” and then click on the **Search** double-headed arrow or press **Enter**.
3. Under the **Filter By** area (on the left side of the screen) locate **By Learning Type**. Click on the **Curriculum** filter (you may need to click **More** first).
4. Click on the **Register** link to the right of **Partnership Online Learning License - Home Use Only** or **Partnership Online Learning License - Work and Home Use**. Note: Work and Home Use requires manager approval.
5. Click on the **Submit Registration** button. A message confirming your registration status will appear (it shows “pending approval” for now).
 - If you registered for “Home Use Only,” you will be assigned an Online Learning license by Partnership staff.
 - If you registered for “Work and Home Use,” you will be assigned an Online Learning license after your manager has approved your request.
6. Once your application has been processed, your status will change to **Completed** and you will be notified by email. Continue to next step to register for Certificate Program.



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C. REGISTER FOR A CERTIFICATE PROGRAM

Before registering for a Certificate Program you must first complete Step B.

1. Click on the **Find Learning** link on the SLMS homepage.
2. Click in the **Search by keyword** box and type in “**Partnership Online Learning**” and then click on the **Search** double-headed arrow or press **Enter**.
3. Under the **Filter By** area (on the left side of the screen) locate **By Learning Type**. Click on the **Certification** filter (you may need to click **More** first).
4. Scroll down until you see the name of the Partnership Certificate Program you are interested in.
5. Click the **Register** button to the right of the Certificate Program’s name.
6. Click **Submit Registration** to confirm your request. A message will appear confirming your registration in the program.

D. GET STARTED TAKING COURSES FOR A CERTIFICATE PROGRAM

Remember, you must have completed Steps B and C before you can enroll in or start a Certificate Program course.

1. Click on the **My Learning** link on the SLMS home page.
2. Click on the name of the Certificate Program to open its details.
3. Scroll down until you can see the names of the **Required** courses. You must enroll in a course before you can launch it. If a Certificate Program has **Elective** courses, they will appear after the **Required** Courses. We recommend that you take the courses in the order they appear.
4. If you see **Not Enrolled** by the name of a course, click on the **View Enrollment Options** link.
5. Click on **Enroll** and then **Submit Enrollment**.
6. Click on the **Launch** link if you would like to take the course now.
7. If you would like to start the course later, go to the **My Learning** area and click on the name of the Certificate Program.
8. Scroll down and locate the name of the course in the **Required (or Elective)** courses.
9. Click on the **View Progress** link.
10. Click on **Launch (or Re-Launch)**.*

*If your course won’t start (“Please Wait” stays on the screen), your computer may not be set up correctly. Please call the toll-free Skillsoft technical support line, available 24-hours a day, 7-days a week, at (866) 754-5435 for help. You should be at your computer when you call.