

The Statewide Learning Management System, or SLMS, is a web-based system that allows learners to manage learning activities and history in one central location. Learners can view agency-specific training as well as training offered to all State employees, or training specific to one's union affiliation.

Additional benefits include:

- Browse for learning activities in statewide training catalogues
- Enroll in and begin learning activities from a single page
- Access training records, even when transferring between agencies
- Track and maintain required professional compliance and certification programs
- Create and maintain a learning plan for individual development

SLMS can also be integrated and used by State agencies that deliver training to non-State learners (i.e., first responders, direct-care providers, etc.).

## Definitions of SLMS Terms

Activity:	An occurrence of a catalog item, the scheduled learning event, or class. An activity can contain multiple components: a classroom session with an instructor, an online course, a webinar, an assignment (such as reading a book or viewing a video), or other learning event.
Administrator:	A user of SLMS with specific administrative responsibilities (for example, adding catalog items, or enrolling learners).
All Learning:	Similar to My Learning, this page lists all activities, programs, catalog items, or certifications registered for, enrolled in, or completed.
Learner:	A user of the system.
Catalog:	A collection of catalog items, programs, and activities, organized in categories.
Catalog Item:	A course, it identifies the specific topics to be learned. It may be delivered a number of ways, in a classroom or by another method.
Category:	Groups of catalog items organized to assist learners in finding activities of interest.
Certification:	A type of program that has a fixed begin and end date, it includes tests to verify knowledge and has a defined duration of time.
Delivery Method:	The way in which learning is obtained, for example, Instructor-Led Classroom, or Online.
Learning Plan:	A collection or series of activities or programs that are to be completed within a specified time period, it can be created and managed by the learner, as well as assigned by a supervisor.
My Learning:	A summary of the learner's five most-recent activities and programs and up to five learning objectives.
Program:	A plan to complete a certificate, license, skill, or competency. It guides the learner along a specific path and may be divided into sections. A program may include activities, catalog items, or other programs. Programs can be listed as curricula or certifications.

## Additional Resources

For more information on SLMS, visit the GOER website

[http://www.goer.state.ny.us/Training\\_Development/SLMS/index.cfm](http://www.goer.state.ny.us/Training_Development/SLMS/index.cfm) to view the following:

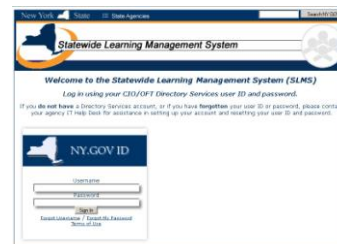
- How to Log Into SLMS
- Using the SLMS Learning Modules
- SLMS Learning Modules

Please consider viewing this site to become familiar with the features of SLMS.

## Features Overview

### Logging In

1. At your internet browser's home page, enter the url <https://nyslearn.ny.gov> to go to the SLMS login web page.
2. Click in the **Username** box and enter your SLMS username.
3. Click in the **Password** box and enter your password.
4. Click on the **"Sign In"** button.



**NOTE:** Contact your Training Office if you do not know your SLMS Username and Password.

### Browsing the Catalog

1. From the Home Page, Click on the **"Browse Catalog"** link.
2. Select a category to view the associated related categories, programs, and catalog items. Catalog items and programs can reside in multiple categories and may be found in multiple locations.
3. Click to open the sub-categories to view catalog items.
4. Selecting a catalog item provides activity options: the delivery method (online, classroom, etc.), enrollment, and Add to Plan.
5. Return to the previous page by selecting the **"Return to Previous Page Link."**
6. Return to the Home page by selecting **"Home"** at the top right of the screen.

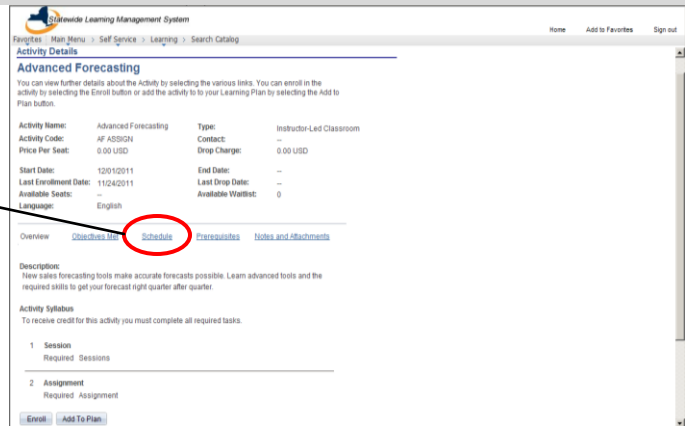


### Searching the Catalog

1. From the Home Page, Click on the **"Search Catalog"** link.
2. Click on **"All"** from the **Select Search Category** list to search all types of courses and programs.
3. Enter text to search all types of activities, catalog items, or programs related to the keyword.
4. Click on the **"Search All"** button to view the results containing the keyword in its name or description.
5. Return to the Home page by selecting **"Home"** at the top right of the screen.

## Enrolling in an Activity

1. From the Home Page, **Search** or **Browse** the catalog to find the activity or program you want to enroll in.
2. To review activity details such as dates(s), time(s), and location(s), click on the activity title, then click on **"schedule"**
3. Click the **"Enroll"** button next to the result you want to enroll in.
4. An enrollment confirmation screen appears to show successful enrollment and indicates that the information will be added to the All Learning page.
5. Activities may require outside approval. If so, the message on the confirmation screen will indicate approval is needed and the enrollment request will automatically be sent to the person who will approve it.



## Viewing All Learning

1. From the Home Page, select **"All Learning"** to open your **"All Learning"** page.
2. A screen displaying all activities appears. The title, delivery type (instructor-led classroom, online, etc), as well as completion status, date of last action on the activity, an action column, and launch options appear.

### 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.

[View Training Credits](#)

\*Filter Name:  [Go](#)

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

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

## Dropping an Activity

1. From the Home Page, select **"All Learning"** to open your **"All Learning"** page.
2. Locate the title of the activity you wish to drop, and then choose **"Drop"** in the action column in the same row.

**NOTE:** If a manager or administrator enrolled you in the activity, you cannot drop it, only they can.

## Printing a Completion Certificate

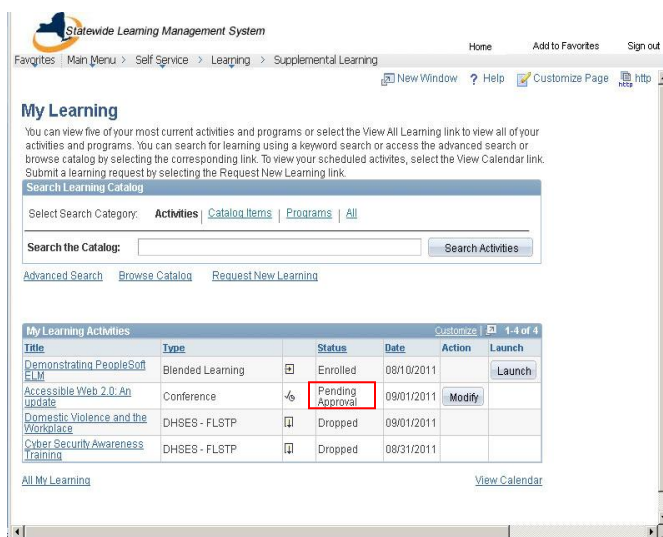
1. From the Home Page, select **"All Learning"** to open your **"All Learning"** page.
2. Locate an activity with a status of Completed.
3. Click on the **"Print Certificate"** button in the Status column.

<a href="#">Active Directory Administration in Microsoft Windows Server 2008</a>	Online	<a href="#">Print Certificate</a>	<input checked="" type="checkbox"/>	Completed	09/15/2011	<a href="#">Launch</a>
<a href="#">3ty3t345t34ggg</a>	License		<input checked="" type="checkbox"/>	Completed	09/13/2011	
<a href="#">Maintaining Morale In Trying Times</a>	CLE - Pre-Recorded Video	<a href="#">Print Certificate</a>	<input checked="" type="checkbox"/>	Completed	09/12/2011	<a href="#">Launch</a>
<a href="#">Maintaining Morale In Trying Times</a>	Webcast/webinar	<a href="#">Print Certificate</a>	<input checked="" type="checkbox"/>	Completed	09/12/2011	<a href="#">Launch</a>

4. A new browser page appears with the image of a certificate with the activity specifics added.
5. From the Menu Bar, choose, File, and then Print.

## Recording Supplemental Learning

1. From the Home Page, Select **"Supplemental Learning."**
2. Using the drop-down box, select the type of supplemental learning that you wish to add to your learning transcript (Seminar/Workshop, College Course-Credit Bearing, etc.), and then select Continue.
3. Enter as much information about the learning that you can. Required fields are marked with an asterisk (\*). Click on the Save button when complete.
4. The supplemental learning request appears on your My Learning page with the status of Pending Approval until your supervisor reviews and approves or denies the request.



## Viewing Personal Information

1. From the Home Page, Click on **"Main Menu,"** choose **"Self-Service"** from the drop-down menu, then select **"Personal Information"** then **"Personal Information Home."**
2. Review the information that appears on the screen for accuracy.
3. If any of this information is incorrect, contact your HR office to correct it.

