ENROLLING IN NYS STATEWIDE LEARNING MANAGEMENT SYSTEM

The following instructions will guide you through the process of enrolling in the New York State Statewide Learning Management System (SLMS). These instructions assume that an account has been created for you with New York State (NY.GOV) based on information from previous training you had taken with one of the DHSES (or Department of State) Offices.

If you have any questions about SLMS, or need help logging in, please call the SLMS Help Desk from 7:30 am to 6:00 pm at (518) 473-8087 or slmshelpdesk@goer.ny.gov.

1. Go to https://ws04.nyenet.state.ny.us and click **Sign In**.

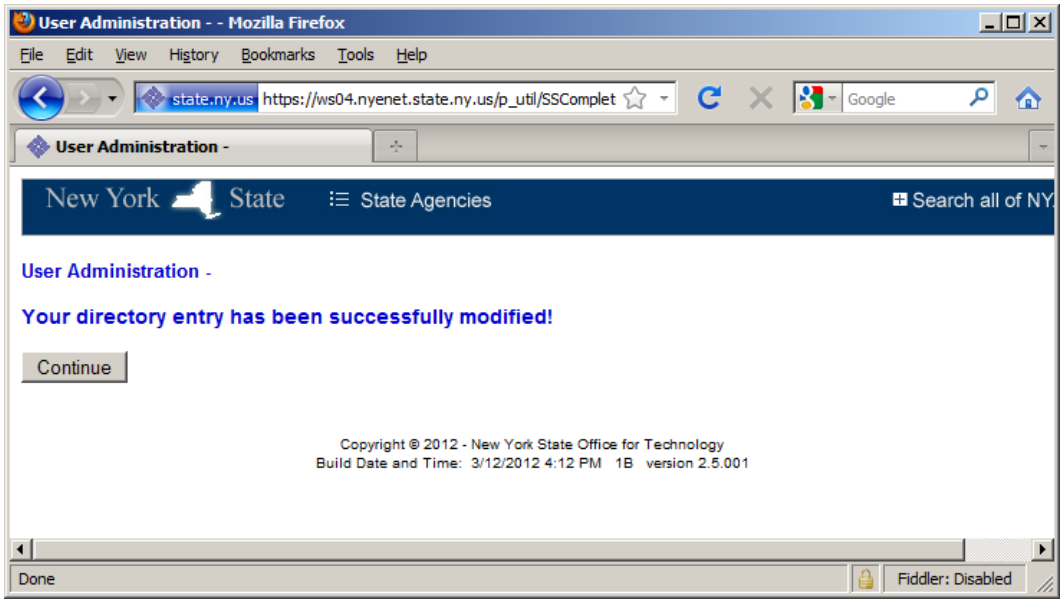
2. Login using your user name and password.

3. Change your password. Click **ChangePassword.**

Click **Continue.**

4. Set up shared secrets. **Click Submit**.

Click **Continue.**



Click **Continue**

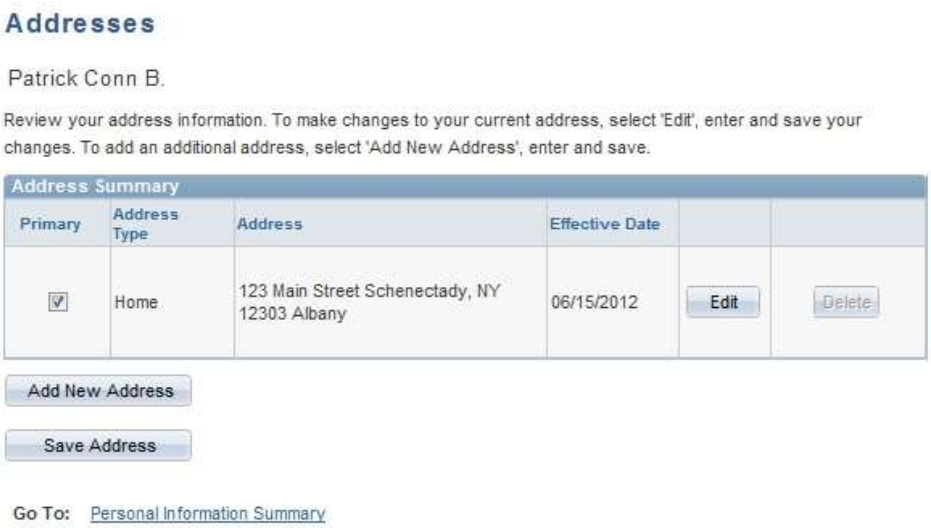
5. **Next Step:** Select on **App Enrollment** in the box at the left.

6. Select NY GOER Statewide Learning Management System (SLMS) **Enroll**

7. Select **Personal Information Home.**

8. Here you will enter information about yourself as a learner.

9. To update your information, begin by clicking "Update Addresses". This will bring you to the address section. You can update the primary address on file, and add additional ones if you desire. To update the address in the system, click the "Edit" button.



10. Type in the new information and be sure the form is filled out as completely as possible. Click "OK" when you have entered the correct information.

11. You will be brought back to the main address page with the new information being displayed. Be sure to click "Save Address" to ensure that the new information is retained.

12. You should see a confirmation page that your changes have been saved. Click "OK" to be returned to the main address page

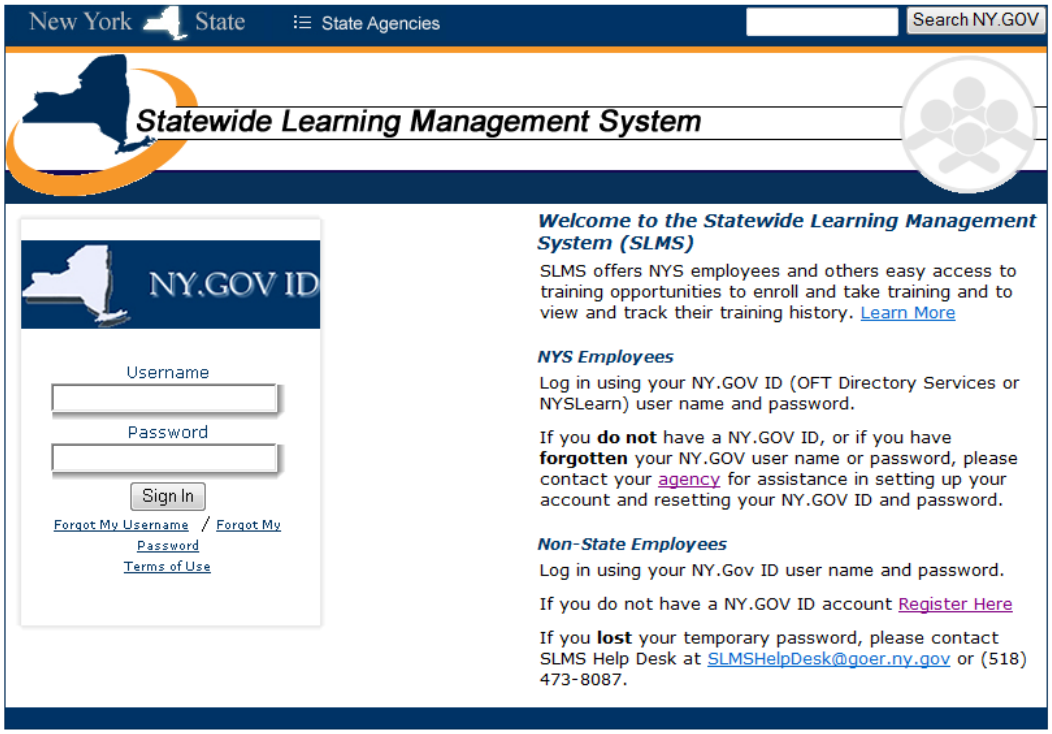
13. You will now be brought back to the main addresses page again. Click on "Personal Information Summary" to be returned to the main profile page. Repeat steps 9-12 for the different sections to ensure all information is correct.

Important: This contact information (address, email, phone number, etc) will be used to notify you of information such as enrollment confirmation, course details and course cancellations. It is your responsibility to keep this information current.

14. Once you have finished click the "Information Validated and Sign off" button at the bottom of the form. You should wait at least 5 minutes for the information to update. You can either stay on the Personal Information Home page or log out and come back later.

Note: If you see a spinning icon, the system is processing your request. Please log out and come back later or click the "Home" link on the upper right hand corner.

15. Go to https://nyslearn.ny.gov/ and enter your login credentials (username and password)**.**



16. You are now at the SLMS home page and can search the catalog, select and enroll in activities and view your training history. If any information changes, you can update it by clicking the "Personal Information Home" link on the home page.