

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 you do not already have a New York State account (NY.GOV).

If you have any questions about SLMS, or need help logging in, please call the SLMS Help Desk from 8:30 am to 5:00 pm at (518) 473-8087 or slmshelpdesk@goer.ny.gov.

To enroll in SLMS, you first need to create an account with NY.gov. This account can give you access to a number of services from NYS, including SLMS.

1. If you do not have an account with NY.gov, Go to <https://ws04.nyenet.state.ny.us> with your internet browser.



If you do not have an NY.gov ID Username and Password, click the above link to sign up.

Select "Don't have an Account?"

2. At the next screen

Please select one of the following account types:



Select **Personal** as the account you want to create.

2. Read the instructions in the Getting Started screen

Getting Started

Registering for a Personal NY.gov ID is a two part process.

1. NY.gov ID Self Registration

Online Registration consists of 3 steps. Use the 'Next' and 'Continue' buttons at the bottom of each page to move through the steps.

i. Enter basic user information (along with a valid email address) and select a User ID.

ii. Confirm basic user information is correct.

iii. Finish the online registration.

2. Email Activation

Once you have finished the create steps above, please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

[Sign Up for a Personal NY.gov ID](#)

Click the button to **Sign Up for a Personal NY.gov ID**.

3. Enter User and Login information

NY.gov ID SELF REGISTRATION

[Personal Privacy Protection Law Notice](#)

User Information

First Name *

Last Name *

Email *

Confirm Email *

Login Information

Preferred User Id *

Captcha *

Step 1 of 3

Enter your User Information, preferred User ID and fill in the Captcha response input box. If it is too difficult read the current Captcha image, you can refresh the image using the  refresh button.

4. The site will check if learner may already have an account based on the information entered on previous screen. If user has an "Internal" or existing "External" account this information should

appear. Click on "Email me the UserId(s)" to get information on your existing account. Please do not create a new account if you already have an existing account. Click the "Continue" button to create new "External" account if you still need to create a new account.

NY.gov ID SELF REGISTRATION

You might already have a NY.gov Id !

We have the following account(s) in our system which match your last name & email combination. Please examine the list below. If you think the account(s) belong to you, click on the "Email me the UserId(s)" button and a new NY.gov Id will not be created.

Type of Account	Number of Account(s)
Personal	1
Government	1

If you still require a new account, click the "Continue" button

If you need further assistance: [Click here for agency assistance & contact info](#)

5. The next screen will ask the learner to verify information submitted so far

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name New
Last Name SLMSuser
Email
User Id testact1234

Step 2 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

If the information is correct click continue, if not use the back button to correct the information. Please note the email account your information will be sent to.

6. Confirmation of the request appears.

NY.gov ID SELF REGISTRATION

An activation email has been sent to – email@address.com

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

Step 3 of 3

Select Finish, you can close that browser and then go to your email to retrieve the activation link.

Note: If you do not receive an email, check to see if your email is correct, make sure you email wasn't blocked by security software or sent to your email spam folder.

7. If you received the email Click the activation link

8. The link will take you to the NY.gov account activation screens

NY.gov ID ACTIVATION

Thank you for registering!

You are now ready to activate your NY.gov Id.

During this process, you will need to

- Set 3 valid secret questions and answers.
- Set a new password.

Shared Secret Questions

* Question 1 Select One

* Answer * Confirm Answer

* Question 2 Select One

* Answer * Confirm Answer

* Question 3 Select One

* Answer * Confirm Answer

Continue

Enter your Shared Secret information to use for password resets and click continue.

NY.gov ID ACTIVATION

You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.

Continue

Select continue

9. Password Change Screen

Password Change Request

testact1234 , please change your current password before continuing.

New Password*
Minimum 8 characters with at least 3 letters and 1 number.

Confirm New Password*

Set your password

NY.gov ID ACTIVATION

You have successfully activated your NY.gov Id!

Please click on one of the buttons below.

[Continue to Enrollment](#) This is where you sign up for various NYS applications.

[Go to MyNy](#) A portal to view the NYS applications you have access to.

Select **Continue to Enrollment** to use your NY.gov account to enroll in SLMS

10. Enroll in SLMS

APPLICATION ENROLLMENT

You can self-enroll in the following apps:

▶ [Statewide Learning Management System - SLMS](#) [Enroll](#) [Learn More](#)

Click the Enroll link

Next you need to register in the SLMS application

11. Click on "External User Registration"

Self Service Externals

 **External User Registration**
External User Registration

12. Here you will enter information about yourself as a learner. Items with an asterisk (*) are required. Click **Submit Information** at the bottom of the page when you have completed the form.

External User Registration

Name	
*First Name:	<input type="text" value="New"/>
Middle Name:	<input type="text"/>
*Last Name	<input type="text" value="SLMSuser"/>
Address	
*Country:	<input type="text" value="United States"/> *Type: <input type="text"/>
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
*City:	<input type="text"/> *State: <input type="text"/>
*Postal Code	<input type="text"/> *County: <input type="text"/>
Personal Information	
*Email Address:	<input type="text" value="Business"/> <input type="text" value="testuser@some-email.com"/>
*Phone:	<input type="text" value="Business"/> <input type="text" value="999-999-9999"/>
Date of Birth:	<input type="text"/> <input type="text" value="11"/>
*US Citizen:	<input type="text" value="Yes"/>

Select the Organization that most closely applies to your job title.
If your Organization cannot be found, choose "OTHER".
If you are not currently employed, choose "NOT APPLICABLE".

Primary Job Information	
*Organization:	<input type="text"/>
*Job Type:	<input type="text"/> *Job Title: <input type="text"/>
*Job Family:	<input type="text"/> Supervisor: <input type="text"/>

Previous Agency Login	
Has an Agency provide you an registration id (NYxxxxx) to use in the system? If so, provide information below. If not please indicate below.	
<input checked="" type="checkbox"/> None Provided	Previous Agency ID (ex. NYxxxxxx): <input type="text"/>

Submit Information

13. You should see the message below. Please sign out. Clear your cookies. Wait at least 5 minutes, then open a new browser and sign in again.



Learner Registration Complete

Your registration is being processed. Please sign out of the system and sign back in 5 minutes to get full access to the system. Please clear the cookies and cache in your browser. Open a new browser when you log back in for the changes to take effect.

Sign Out

14. Go to <https://nyslearn.ny.gov/> and enter your login credentials (username and password).



15. Once you login, you will be at the SLMS home page where you can find and search learning, enroll in classes and view your training history.

