Register for an Online Learning Certificate Program

NYS & CSEA Partnership

Both CSEA-represented NYS employees and Management/Confidential NYS employees may participate in our Online Learning Certificate Programs. The two step registration process varies by group.

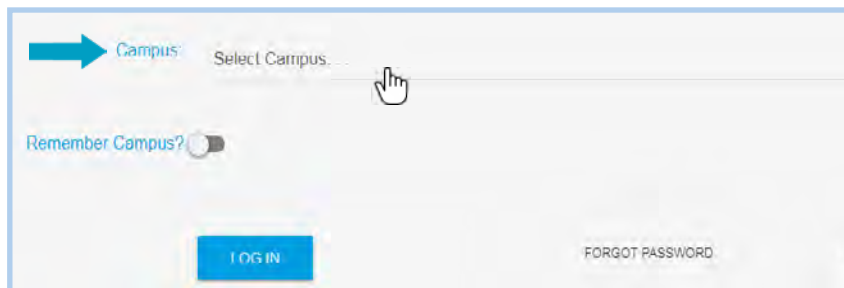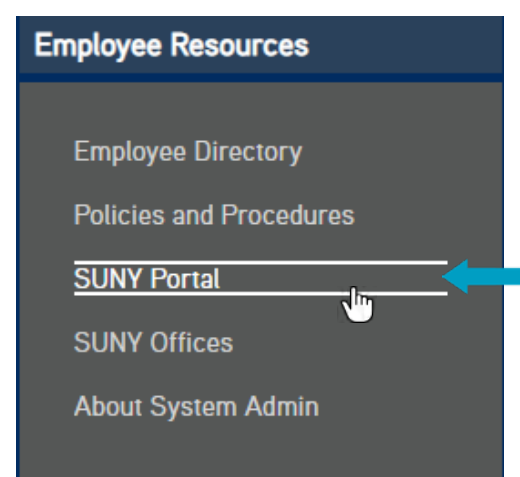## Login to the Statewide Learning Management System (SLMS)

Non-SUNY Employees:

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

NY.gov ID

Username:

Password:

Sign In

Forgot your Username or Password

NY.gov ID - Terms of Service

SUNY Employees:

1. Go to the SUNY.edu portal site (System.SUNY.edu). Locate the **Employee Resources** box at the bottom of the screen and click the **SUNY Portal** link.
2. Select your campus from the drop-down box on the SUNY Secure Login screen and then login.
3. Click the **E-Business Services** tab, then the SLMS – **Statewide Learning Management System** link. Next, click the **Statewide Learning Management** link on my.ny.gov page.

Employee Resources

Employee Directory

Policies and Procedures

SUNY Portal

SUNY Offices

About System Admin

Campus Select Campus

Remember Campus?

LOGIN   FORGOT PASSWORD

Step 1: Apply for the Appropriate License

CSEA-Represented NYS Employees

You must first apply for a "Partnership Online Learning License Program" (SLMS Code: P_OL_Program) in SLMS.

⚠️ **Note:** Only CSEA-represented NYS employees are eligible for a Partnership Online Learning License.

1. Click on the **Find Learning** link in the Quick Links menu in SLMS. Locate the **Search by Keyword** box.
2. Type in the words **Partnership Online Learning License** in this box and press **Enter** to search.
3. Locate **Partnership Online Learning License Program** in the list and choose **Register**. Then click **Submit Registration**.
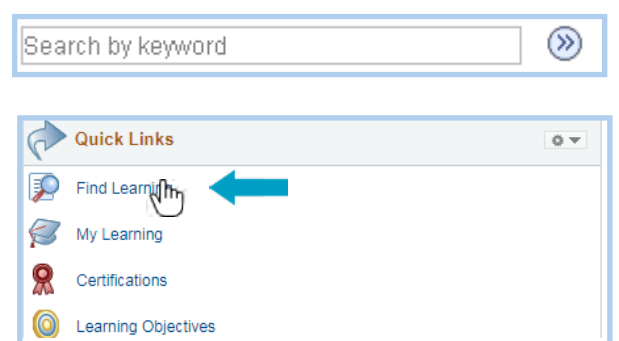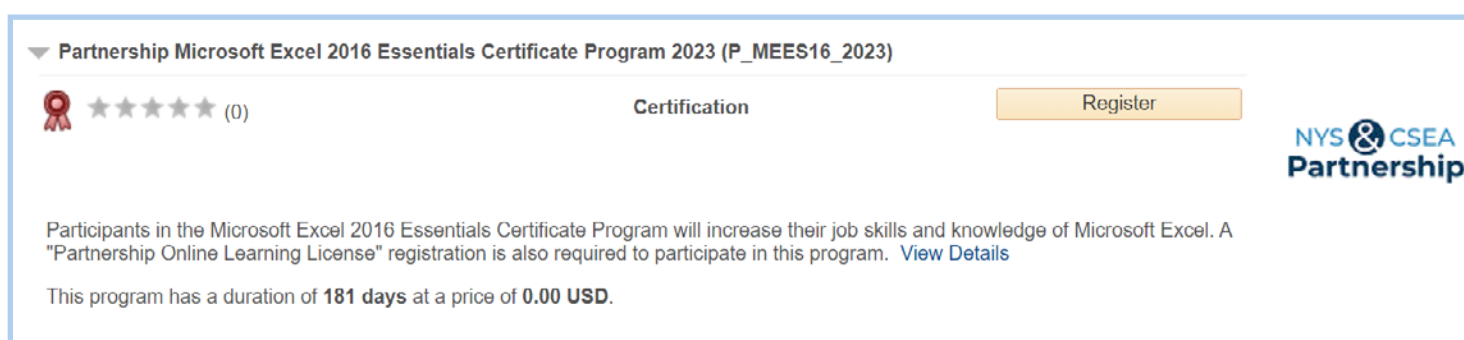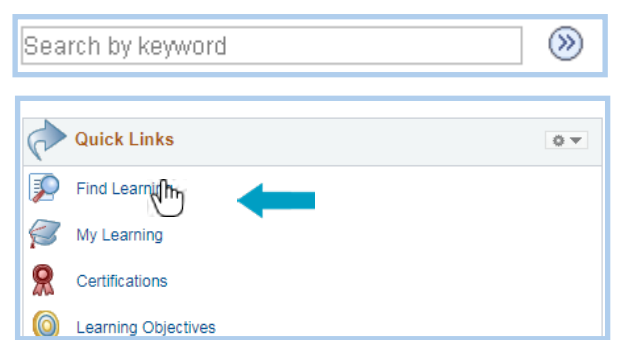
You will see a message (and a status of) **Pending Approval** for now. Next, Partnership staff will process your application and assign you a license (please allow us five business days). Once your license has been processed the status in your My Learning area will change to **Completed**.

Search by keyword

Quick Links

Find Learning

My Learning

Certifications

Learning Objectives

NYS Management/Confidential Employees

You must have access to an Empire KnowledgeBank license in SLMS to participate in a certificate program. Contact your agency training director for more information.

Step 2: Register for a Certificate Program

1. Click the **Find Learning** link in the Quick Links menu in SLMS. Locate the **Search by Keyword** box.
2. Type in the words **Partnership Online Learning** in this box and press **Enter** to search.
3. Scroll to locate the certificate program in the list and choose **Register**. Then click **Submit Registration**.

Search by keyword

Quick Links

Find Learning

My Learning

Certifications

Learning Objectives

Partnership Microsoft Excel 2016 Essentials Certificate Program 2023 (P_MEES16_2023)

★★★★★ (0)   Certification   Register

NYS & CSEA Partnership

Participants in the Microsoft Excel 2016 Essentials Certificate Program will increase their job skills and knowledge of Microsoft Excel. A "Partnership Online Learning License" registration is also required to participate in this program. View Details

This program has a duration of 181 days at a price of 0.00 USD.

Start Taking Courses to Earn a Certificate

⚠️ *Note: You must complete the first step or already have the appropriate license. If you see a message saying "no classes available" you do not have an active license and must apply for one. See step 1 above.*

1. Click on the **My Learning** link in the Quick Links menu. Locate the name of your certificate program.
2. Click on the name of your certificate program (which is shown in the Title column).
3. Scroll down through the program description until you see the required course list for the certificate. If the program has elective courses they will appear below the required ones.
4. You must enroll in a class before you can launch it. If you are not already enrolled in the class, click on **View Enrollment Options**. Then click on the **Enroll button**. Next, click **Submit Enrollment**.
5. You can click the **Launch** link to start the course immediately or launch it later.
6. To launch (or re-launch a partially completed course) later, choose **My Learning** from the Quick Links menu, and then click on the name of your certificate program. Scroll down to the course list and click on the **View Class Progress** link next to the course to be launched. Then click the **Launch** button.
7. When you are ready to leave the course, click the **Exit** button in the course window to save your work and exit the course. You can re-launch the course later to complete it.
8. To receive credit for a class, you must complete the final test for that class with a score of 70% or higher. Final tests may be re-taken as many times as you wish.

My Learning

Certifications

You must successfully complete all required Organized Worker Online Certificate courses to receive a certificate of completion for this program.

Courses will only be marked completed when the course test is passed with a score of 70 or higher.

To complete this section complete all classes.

Section Classes

Make the Time You Need: Get Organized   Required   You will receive credit for this class if it has been completed within the last 1095 days.

View Enrollment Options

View Class Progress

Last Update: 8/18/2023