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.

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 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 on the Launch the 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.

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.

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.