## **SLMS Access Instructions for SUNY Employees**

SLMS is the NYS Statewide Learning Management system for all New York State employees providing access to statewide training.

## **SUNY employee log-in steps**

SLMS is accessed through the SUNY Secure Employee Services Portal. https://www2.sysadm.suny.edu/employeeServices/main/employeePortal.cfm

Click the **E-Business Services** tab, and click the <u>SLMS – Statewide Leaning Management System</u> link highlighted below.

SUNY SECURE Employee Services Portal						
Business Systems Applications	E-Business Services	Enrollment Management				
<u>Confluence / SUNY Collaboration Service</u> <u>JCOPE - Financial Statement Disclosure Filing (NYS Directory Services)</u> <u>NY.gov Portal</u> <u>Retirees Service Corps</u> <u>SLMS - Statewide Learning Management System</u>						

You will be directed to the <u>my.ny.gov</u> page. Click on the **Statewide Learning Management** link highlighted below.

NEW YORK STATE	Services	News	Government	Local			
NY.gov ID Change P	Password Update	My Account	App Enrollment	Help Desk Information	About NY.gov ID	FAQs	
Welcome Welcome International to the My NY User Management site at <u>NY.gov</u> Your NY.gov ID is - <i>SUNY</i>							
Last login -		Log Out					
You have access to the following applications							
A	AnalyzeNY - Workforce Analytics			JCOPE Financial Disclosure System FDS			
NY	/S IT Service Managemen	nt System		NY	'S Payroll Online		
<mark> </mark>	tatewide Learning Mana	gement					

If you do not see the link above, contact your campus IT security office to grant you this access.

## **SLMS Access Instructions for SUNY Employees**

## How to Search in SLMS

Search for trainings using the search bar highlighted below. Type in the 'class code' here if you have been provided one. If not, search by the title/topic of the training you are interested in.

Foundary Main Manu	
Favorites - Main Menu -	
Statewide Learning Management System	Learning - Search Advanced Search
Quick Links	Announcements
Find Learning	No Current Announcements.
S My Learning	
<b>R</b> Certifications	
Contractives	
Learning Plans	
Supplemental Learning	

There may be trainings that need approval in order to enroll. The SLMS system will send an email to the approver at your campus informing them of your request. You will receive an email from SLMS confirming your enrollment once it has been approved. Contact your HR office to follow up if you do not receive confirmation timely.

If you are having difficulty once in SLMS, you may contact the Help Desk.

SLMS Help Desk Hours: M-F 7:30 a.m. - 5:00 p.m. Phone: (518) 473-8087 Email: <u>SLMSHelpdesk@its.ny.gov</u>