

## SLMS Access Instructions for SUNY Employees

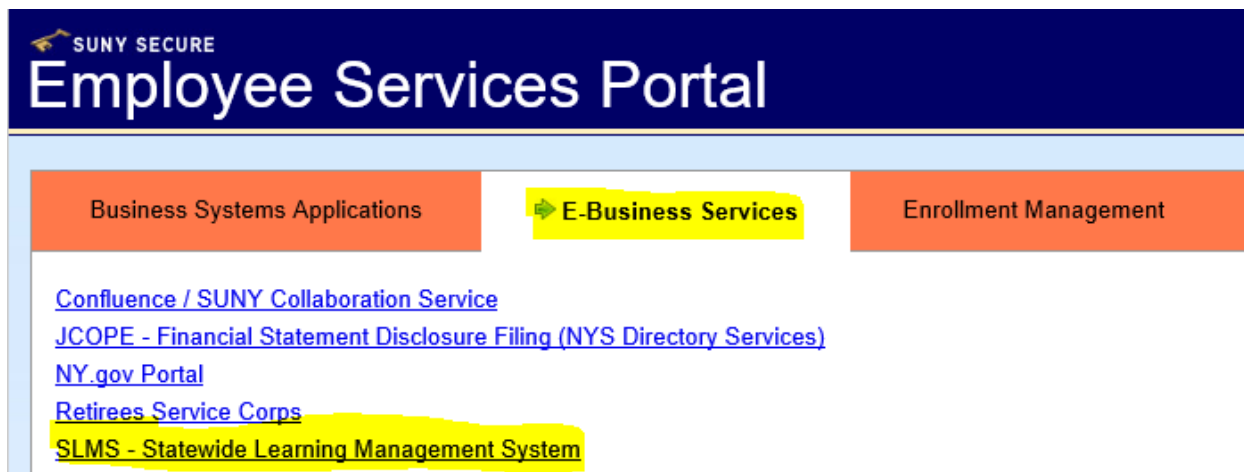
SLMS is the NYS Statewide Learning Management system for all New York State employees providing access to statewide training.

### SUNY employee log-in steps

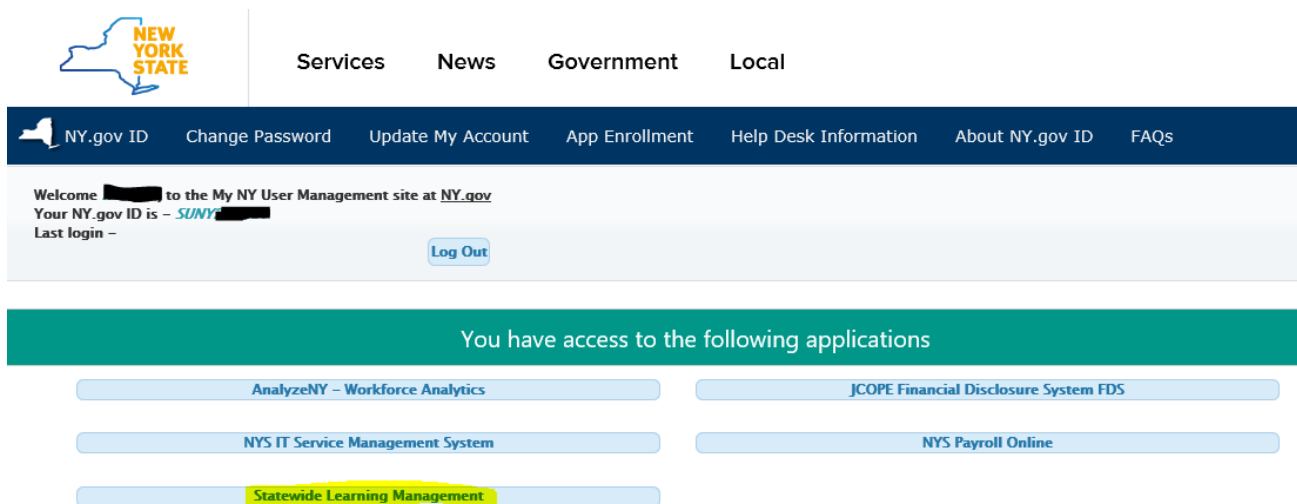
SLMS is accessed through the SUNY Secure Employee Services Portal.

<https://www2.sysadm.suny.edu/employeeServices/main/employeePortal.cfm>

Click the **E-Business Services** tab, and click the SLMS – Statewide Learning Management System link highlighted below.



You will be directed to the [my.ny.gov](https://my.ny.gov) page. Click on the **Statewide Learning Management** link highlighted below.

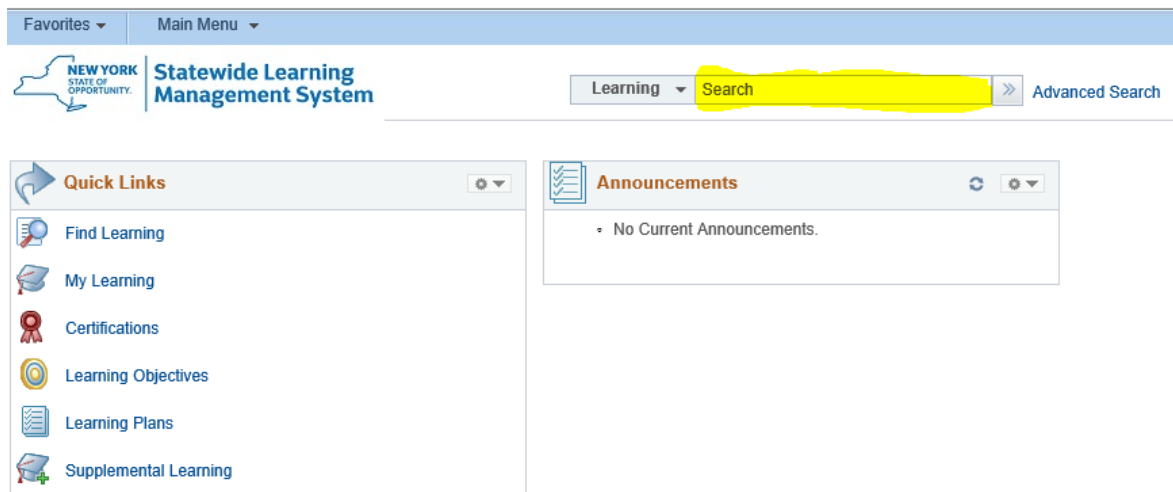


If you do not see the link above, contact your campus IT security office to grant you this access.

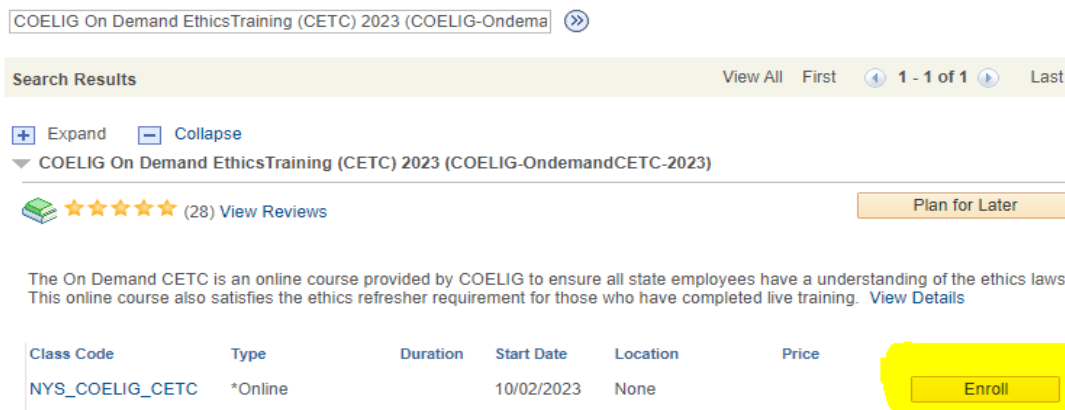
# SLMS Access Instructions for SUNY Employees

## How to Search in SLMS

Search for trainings using the search bar highlighted below. Search by the title/topic of the training you are interested in.



1. Search for course title: COELIG On Demand EthicsTraining (CETC) 2023 (COELIG-OnDemandCETC-2023)
2. Enroll (Date will appear as 10/2/2023, that's okay)
3. Class Types: NYS\_COELIG\_CETC (New employees) or NYS\_COELIG\_2024\_Refresh (For employees who have completed the course at least once)



3. Submit Enrolment

✓ You have successfully enrolled in COELIG On Demand EthicsTraining (CETC) 2023. This change in status will be updated on the My Learning page.

Class Name	COELIG On Demand EthicsTraining (CETC) 2023	Type	*Online
Class Code	NYS_COELIG_CETC	Contact	--
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	35192216
Start Date	10/02/2023	End Date	--
Last Enrollment Date	--	Last Drop Date	--

Launch

4. Launch Course

## SLMS Access Instructions for SUNY Employees

5. Launch link

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**Component Name:** NYS\_COELIG\_LC **Type:** Web-based  
**Class:** COELIG On Demand EthicsTraining (CETC) 2023 **Duration:** --

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Title	Status	Score	
2023 On Demand CETC	Not Attempted		<a href="#">Launch</a>

[Return To Class Progress](#)

6. Begin Course

7. Advance the slides by clicking the arrows
8. Complete full course and when finished select the “Exit Course” button.

COELIG is Here to Help > [Contact Us](#)

[Exit Course](#)

9. Main Menu: “My Learning” will show the course as complete & allow you to print a certificate.

My Learning		Personalize   Find   View All     1 of 1						
Title	Type	Status	Date	Launch	Action	My Ratings	Print Certificate	
COELIG On Demand EthicsTraining (CETC) 2023	*Online	Completed	11/14/2023		<a href="#">Review</a>	★★★★★	<a href="#">Print Certificate</a>	

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

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: [SLMSHelpdesk@its.ny.gov](mailto:SLMSHelpdesk@its.ny.gov)