



Enrollment Process for SLMS External Learner with an existing Training ID# (NY#)

These procedures are for students who have been issued a NY ID# but have not accessed the SLMS system in the past. If you experience any problems with these procedures, please contact the Division of Code Enforcement and Administration Training Unit at (518)- 474-4073.

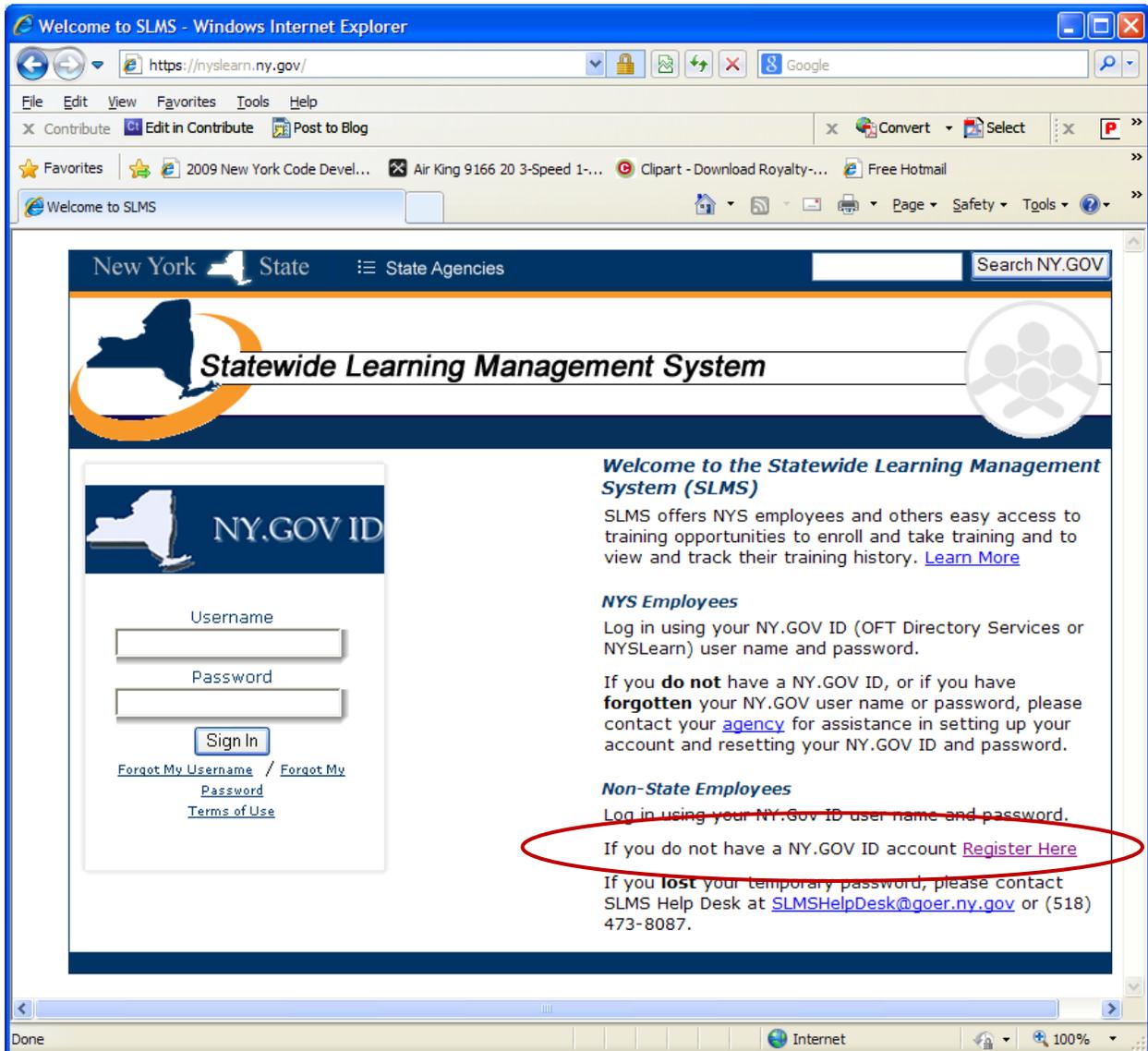
This process is for students that have taken fire department or building code enforcement courses in the past and have been issued a NY#. If you have not taken any fire department or building code enforcement courses in the past, please call the Division of Code Enforcement and Administration (DCEA), Training Unit, at 518-474-4073. Students that don't have a NY # should **not** follow these instructions to create an account.

The following instructions will guide you through the process of creating a New York State Government Account and enrolling in the New York State Statewide Learning Management System (SLMS).

State Agency Personnel Only: You may already have a New York Government Account for training that you created within your agency. You must follow these procedures to create a separate external account for building code enforcement training. You will have two separate accounts within SLMS.

If you have any questions about SLMS or need help logging in, please contact the Division of Code Enforcement and Administration Training Unit at (518) - 474-4073.

1. Select the Self-registration link to request an account via NY State NY.GOV ID. The address is <http://nyslearn.ny.gov> .



2. Enter learner information and enter your DCEA Training NY ID # including the NY followed by 7 digits (i.e. NY#####) for your **Preferred User id**. Please be sure to use a capital “NY”.

New York State State Agencies Search all of NY.gov

WELCOME TO NY.GOV ID

Links

- About NYSDS
- FAQs
- Terms of Service
- Contact Us
- Help

NY.GOV ID SELF REGISTRATION

User Information [Personal Privacy Protection Law Notice](#)

First Name *

Last Name *

Email *

Confirm Email *

Login Information

Preferred User Id *

Captcha *

Type the two words:

Step 1 of 3

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3. Click the “Create Account” button to create new “External” account.

FYI ONLY

Please Note: If you receive an error message that indicates “User id not available”, please contact the Division of Code Enforcement and Administration Training Unit at (518) - 474-4073.

The screenshot displays the 'NY.gov ID SELF REGISTRATION' page. It is divided into two main sections: 'User Information' and 'Login Information'. The 'User Information' section contains fields for First Name, Last Name, Email, and Confirm Email. The 'Login Information' section contains a Preferred User Id field and a 'Check' button. A red circle highlights a red error message box that says 'User id not available'. Below the 'Check' button is a CAPTCHA section with the words 'shpu' and 'papacy' and a 'Create Account' button. The page is titled 'WELCOME TO NY.gov ID' and includes a navigation menu on the left with links to 'About NYSDS', 'FAQs', 'Terms of Service', 'Contact Us', and 'Help'. The footer contains the New York State logo and copyright information: 'Copyright © 2012 - New York State Office for Technology, Build: 5/31/2012 2:47 PM S. SA'.

FYI ONLY (message may not appear)

If you have entered your NY Training ID# correctly and get a message, similar to below, that indicates “You might already have a NY.gov id” , just click continue to create the new external account.

The screenshot shows the NY.gov ID SELF REGISTRATION page. At the top, it says "WELCOME TO NY.gov ID". Below that, the page title is "NY.gov ID SELF REGISTRATION". The main message reads: "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	3

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

Buttons: "Email me the UserId(s)" and "Continue"

At the bottom, there is a link: "If you need further assistance: [Click here for assistance & contact info](#)"

At the bottom of the page, there is a copyright notice: "Copyright © 2012 - New York State Office for Technology Build: 5/31/2012 2:47 PM 5: 9A"

A red arrow points to the "Continue" button, and a red callout box contains the text "Click on 'Continue'".

4. The next screen will ask the learner to verify information .

New York State State Agencies Search all of NY.gov

WELCOME TO NY.GOV ID

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	Gary
Last Name	[REDACTED]
Email	gary.*****@dos.ny.gov
User Id	NY*****

Step 2 of 3

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

Links

- ▶ [About NYSDS](#)
- ▶ [FAQs](#)
- ▶ [Terms of Service](#)
- ▶ [Contact Us](#)
- ▶ [Help](#)



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5. Confirmation of the request appears

The screenshot shows the top navigation bar with 'New York State' and 'State Agencies' links, and a search bar. Below this is a blue banner with the text 'WELCOME TO NY.GOV ID'. The main content area is titled 'NY.GOV ID SELF REGISTRATION' and contains the following text: 'An activation email has been sent to - [redacted]@dos.ny.gov'. Below this, it says: '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.' At the bottom of the main content area, there is a blue button labeled 'Finish'. A red arrow points from a red-bordered box containing the text 'Click on "Finish"' to the 'Finish' button. To the right of the 'Finish' button, it says 'Step 3 of 3'. At the bottom of the main content area, there is a link: 'If you need further assistance: [click here for agency assistance & contact info](#)'. On the left side of the page, there is a 'Links' sidebar with the following items: 'About NYSDS', 'FAQs', 'Terms of Service', 'Contact Us', and 'Help'.



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6. Sample e-mail with link to complete activation process. Click on the link “click here” or copy and paste the URL, as indicated in the e-mail.



7. Learner has to enter three (3) Secret questions and answers to use for future password resets.

New York State State Agencies Search all of NY.gov

WELCOME TO NY.GOV ID

Links

- [About NYSDS](#)
- [FAQs](#)
- [Terms of Service](#)
- [Contact Us](#)
- [Help](#)

NY.GOV ID ACTIVATION

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](#)



Click on "Continue"



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WELCOME TO NY.GOV ID

Links

- ▶ [About NYSDS](#)
- ▶ [FAQs](#)
- ▶ [Terms of Service](#)
- ▶ [Contact Us](#)
- ▶ [Help](#)

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



8. Learner is asked to set a password.

New York State State Agencies Search all of NY.gov

WELCOME TO NY.GOV ID

Links

- ▶ [About NYS DS](#)
- ▶ [FAQs](#)
- ▶ [Terms of Service](#)
- ▶ [Contact Us](#)
- ▶ [Help](#)

Password Change Request

NY0007252, please change your current password before continuing.

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

Confirm New Password*

Click on "Set Password"

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Build: 8/24/2011 4:29 PM

9. Confirmation that your password has been set.

New York State State Agencies Search all of NY.gov

WELCOME TO NY.GOV ID

Links

- [About NYS DS](#)
- [FAQs](#)
- [Terms of Service](#)
- [Contact Us](#)
- [Help](#)

Password Change Information

NYO[REDACTED] your new password has been set.

Use this new password the next time you log into your account.

Click on "Continue"

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Build: 8/24/2011 4:29 PM

10. Continue the enrollment process

The screenshot shows the NY.gov ID Activation page. At the top, there is a navigation bar with 'New York State', 'State Agencies', and a search box. Below this is a 'WELCOME TO NY.gov ID' banner. The main content area is titled 'NY.gov ID ACTIVATION' and contains the following text: 'You have successfully activated your NY.gov Id! Please click on one of the buttons below.' There are two buttons: 'Continue to Enrollment' and 'Go to MyNy'. A red arrow points from the 'Continue to Enrollment' button to a red-bordered box containing the text 'Click on "Continue to Enrollment"'. Another red arrow points from the 'Go to MyNy' button to the same box. A third red arrow points from the left side of the page towards the 'Continue to Enrollment' button.



11. Select the **Enroll** link, to enroll in the Statewide Learning Management System - SLMS

New York State State Agencies Search all of NY.gov

WELCOME TO NY.GOV ID

Links

- Home(My NY.GOV ID)
- Update My account
- Password Change
- About NYSDS
- FAQs
- Terms of Service
- Contact Us
- Help
- Log out of NY.GOV

APPLICATION ENROLLMENT

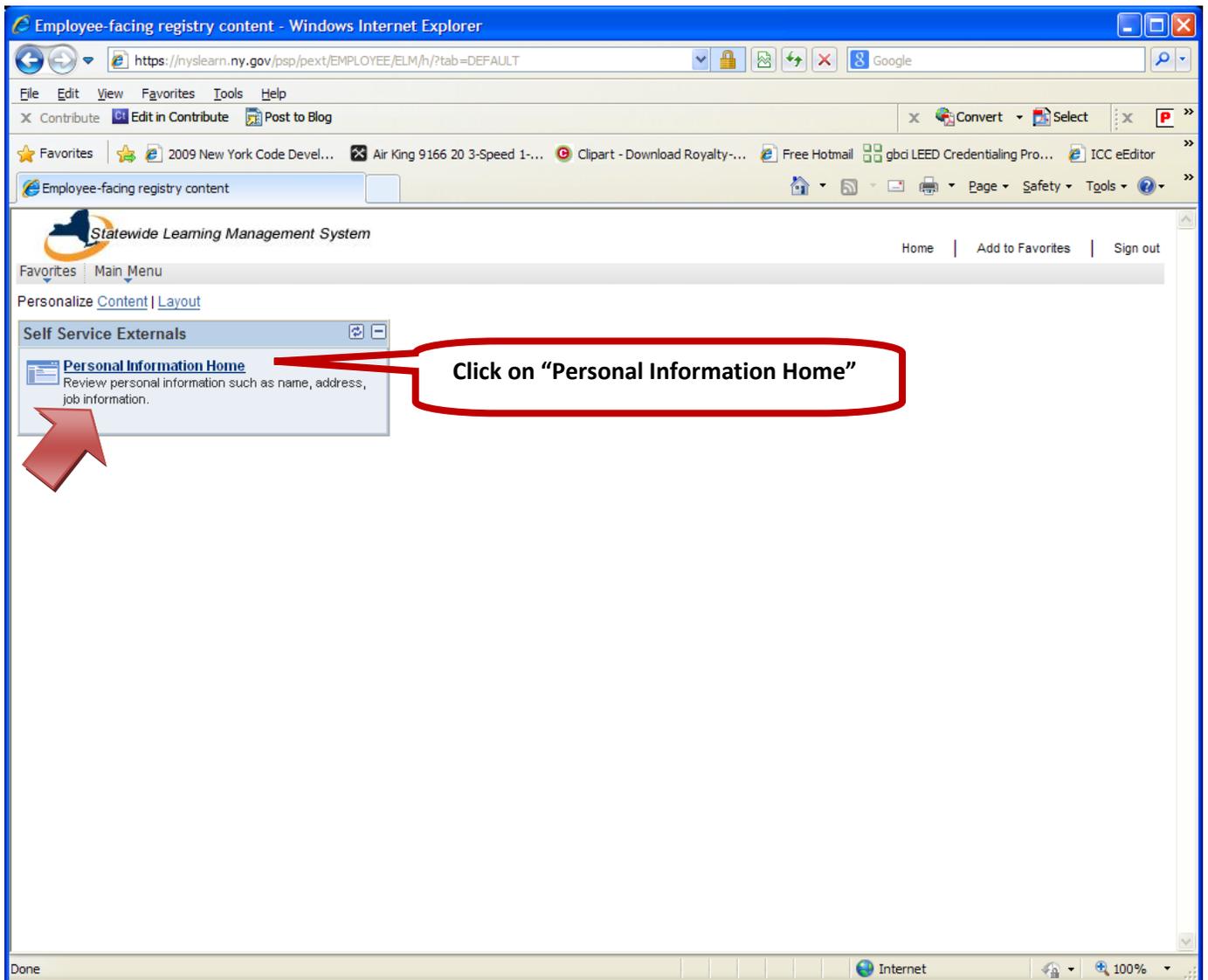
You can self-enroll in the following apps:

- NYS GOER Statewide Learning Management System - SLMS **Enroll** Learn More

Click on "Enroll"



12. Learner is sent to the GOER SLMS site to enter profile information.



FYI ONLY (This message may not appear)

Note* If you receive the following popup (Do you want to view only the webpage content that was delivered securely?), click No to proceed.



13. The SLMS profile screen allows the learner to enter information such as job title(s), job family and address/email information. This information can be updated by the learner at any time. This information is not stored in NY.GOV ID site.

Statewide Learning Management System

Home Add to Favorites Sign out

Favorites Main Menu > Self Service > Personal Information > Personal Information Home

New Window Customize Page http

Personal Information Home

Review your personal information.

Name

[Redacted]

Address Summary

Address Type	Address	Primary
Home	41 STATE ST ALBANY, NY 12231	<input checked="" type="checkbox"/>

Update Addresses

Email Address

No Email Address has been specified.

Update Email Addresses

Phone Numbers

Phone Type	Phone	Primary
Business	001-	<input checked="" type="checkbox"/>

Update Phone Numbers

Personal Information

Gender: [Redacted]
 Date of Birth: [Redacted] US Citizen: [Redacted]

Update Personal Information

Job Information

Job Title	Organization Name	Active/Inactive	Primary
<input type="radio"/> CODES	DOS - CODES INSTRUCTOR	Y	<input type="checkbox"/>

PLEASE NOTE: The following options are required for Job Details:

Job Title – If you are a Code Enforcement Official , Select “*Code Enforcement*” otherwise select “Other”

Organization – If specific organization is not found select “*Other*”

Job Family – If specific Job Family is not found select “*Other*”

Supervisor – **Do not use** - Supervisor field must remain blank

The screenshot shows the 'Add/Update Job Information' page in the Statewide Learning Management System. The page header includes the system name and navigation links: Home, Add to Favorites, and Sign out. The breadcrumb trail is: Favorites | Main Menu > Self Service > Personal Information > Personal Information Home.

Add/Update Job Information

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".

Job Information

Effective Date:	01/08/2013	Effective Sequence:	1
Learner Status:	Active	Instructor Code:	
Organization:	DOS - CODES INSTRUCTOR	*Job Title:	Government Official
Job Indicator:	Primary	Supervisor:	
*Job Type:	Paid		
*Job Family:	State Government		

[Save Job Information and Return to Summary](#)

Go To: [Personal Information Summary](#)

14. You can now Sign out.

Click on "Sign out", when finished

The screenshot shows the 'Personal Information Home' page in the Statewide Learning Management System. The page includes sections for Name, Address Summary, Email Address, Phone Numbers, Personal Information, and Job Information. A red callout box points to the 'Sign out' link in the top right corner.

Personal Information Home
Review your personal information.

Name
[Redacted]

Address Summary

Address Type	Address	Primary
Home	41 STATE ST ALBANY, NY 12231	<input checked="" type="checkbox"/>

[Update Addresses](#)

Email Address
No Email Address has been specified.

[Update Email Addresses](#)

Phone Numbers

Phone Type	Phone	Primary
Business	001-	<input checked="" type="checkbox"/>

[Update Phone Numbers](#)

Personal Information
Gender:
Date of Birth: US Citizenc

[Update Personal Information](#)

Job Information

Job Title	Organization Name	Active/Inactive	Primary
<input type="radio"/> CODES	DOS - CODES INSTRUCTOR	Y	<input type="checkbox"/>

15. To sign back into SLMS go to <https://ws04.nyenet.state.ny.us> .

The screenshot shows a Windows Internet Explorer browser window displaying the NY.gov ID website. The address bar shows the URL <https://ws04.nyenet.state.ny.us/>. The page header includes the New York State logo and the 'irs Office of Information Technology Services' logo. Below the header, there is a section for Daniel C. Chan, Ph.D., Acting NYS Chief Information Officer, and Governor Andrew M. Cuomo. The main content area is titled 'NY.gov ID' and contains a 'Sign In' button. A red callout box with a white background and a red border points to the 'Sign In' button, with the text 'Click on "Sign In"'. To the right of the 'Sign In' button, there is a 'Forgot your Username or Password?' link and a link to 'NY.gov ID - Terms of Service'. On the right side of the page, there is a section for Governor Andrew M. Cuomo, including the date '2013 STATE of the STATE', the date 'JANUARY 9TH 1:30 PM', and the website 'www.NYGetInvolved.com'. Below this, there is a 'WHAT'S NEW' section with several news items dated January 9, 2013, and January 8, 2013. At the bottom of the page, there is a 'Connect to Gov. Cuomo on facebook' link and the website 'www.governor.ny.gov'.

Click on "Sign In"

16. To sign-In to SLMS enter your Username (NY##) and your new Password.

Please login after reading the Acceptable Use Policy below

1. Enter your NY#

2. Enter your password

NY.gov ID

Username:

Password:

Sign In

Forgot your [Username](#) or [Password](#) ?
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse.
9. You understand and agree that the State reserves the right to revise, amend, or modify this Acceptable Use Policy or other policies and agreements at any time in any manner. Notice of any revisions, amendments, or modifications will be posted on this and/or other State sites.

17. Once signed in select "SLMS"

The screenshot shows the NY.gov ID user management interface. At the top, there is a dark blue header with the New York State logo, 'State Agencies' menu, and a search bar. Below the header, a light blue banner reads 'WELCOME TO NY.gov ID'. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'Links', contains a list of navigation options: Update My account, Password Change, App Enrollment, About NYSDS, FAQs, Terms of Service, Contact Us, Help, and Log out of NY.gov. The main panel displays a welcome message for 'John' to the My NY User Management site, providing the user's NY.gov ID (NY0004488) and their last login time (Fri Dec 21 14:01:16 EST 2012). Below this, a grey bar indicates 'You have access to the following applications'. A single application, 'GOER SLMS', is listed in a light blue box. A red callout box with a white background and a red border points to the 'GOER SLMS' link, containing the text 'Click on "SLMS"'. At the bottom of the page, there is a copyright notice: 'Copyright © 2012 - New York State Office of Information Technology Services (ITS) Build Date and Time: 7/23/2012 1:16 PM 9B version 2.5.001'.

New York State State Agencies Search all of NY.gov

WELCOME TO NY.gov ID

Links

- Update My account
- Password Change
- App Enrollment
- About NYSDS
- FAQs
- Terms of Service
- Contact Us
- Help
- Log out of NY.gov

Welcome John to the My NY User Management site at [NY.gov](#)
Your NY.gov ID is NY0004488
You previously logged in at Fri Dec 21 14:01:16 EST 2012

You have access to the following applications

GOER SLMS

Click on "SLMS"

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Build Date and Time: 7/23/2012 1:16 PM 9B version 2.5.001

18. You are now at the SLMS home page where you can view your training history and print certificates.

Statewide Learning Management System

Home | Add to Favorites | Sign out

Personalize [Content](#) | [Layout](#) [Help](#)

My Learning

My Learning
View a summary of your learning activities, certification status, and objectives.

All Learning
View your enrollment record, progress status, and schedule using selected filter options.

Certification Status
View the status of completed certifications.

Search Catalog
Search the learning catalog by title description or other selection criteria.

Browse Catalog
Browse the learning catalog using subject-based categories and subcategories.

Supplemental Learning
Request credit for learning completed outside the learning catalog.

Quick Tips for Learners

Tips for Learners

- [Enroll in or drop a class](#)
- [Enroll in and launch online learning](#)
- [Find a class by browsing or searching the catalog](#)
- [Create learning plans](#)
- [Print a completion certificate](#)
- [Request learning](#)
- [Request supplemental learning](#)
- [Update your email address](#)
- [View your learning history](#)

Self Service Externals

Personal Information Home
Review personal information such as name, address, job information.