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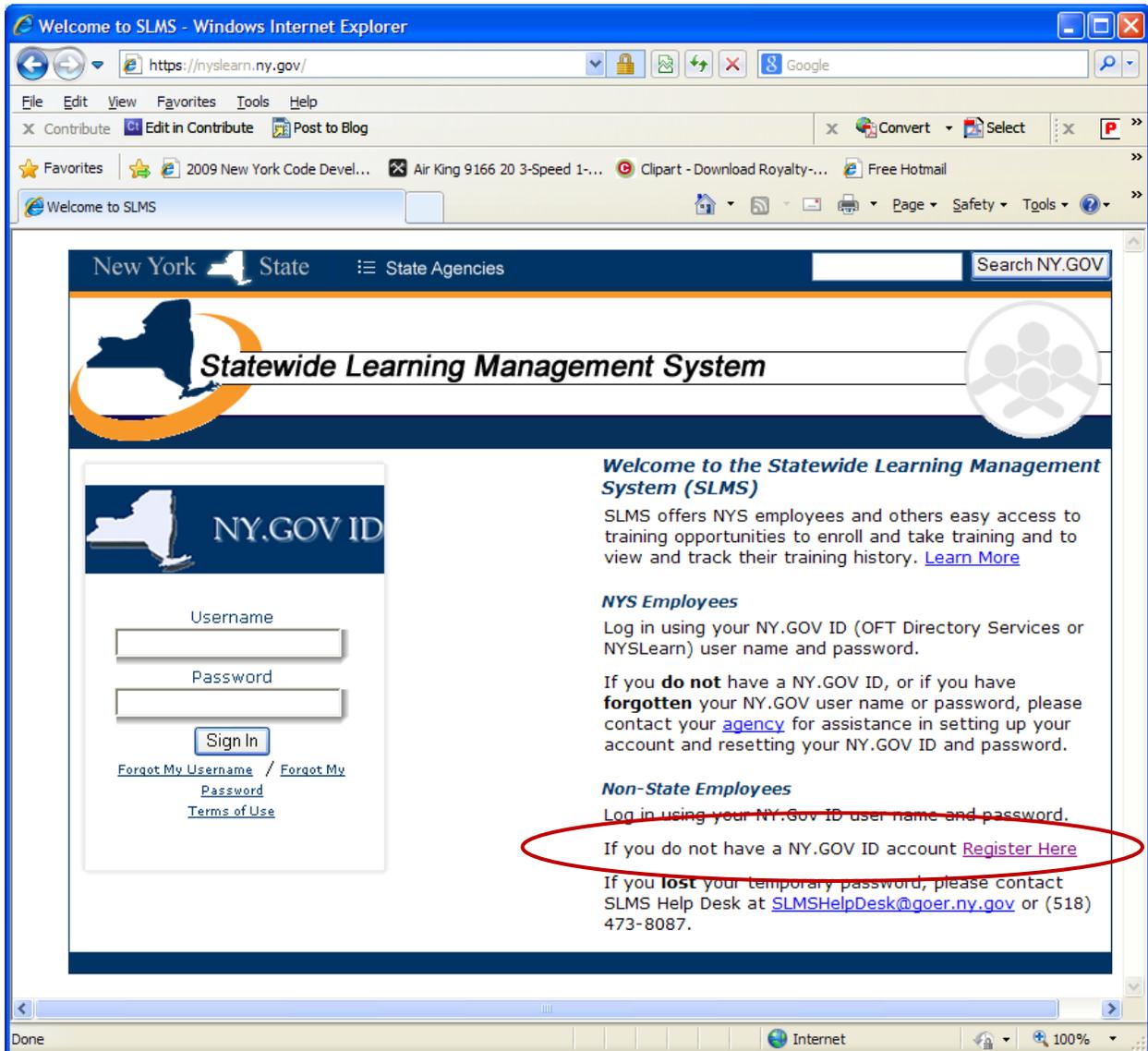
2. Enter learner information and enter your DCEA Training NY ID # including the NY followed by 7 digits (i.e. NY#######) for your *Preferred User id*. Please be sure to use a capital "NY".

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.

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.

Click on "Continue"

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

Click on "Continue"

5. Confirmation of the request appears

WELCOME TO NY.GOV ID

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

NY.GOV ID SELF REGISTRATION

An activation email has been sent to – ~~gaupa...er~~@dos.ny.gov

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.

Finish

Step 3 of 3

If you need further assistance: Click here for agency assistance & contact info

Click on "Finish"

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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

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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]

Click on "Continue"

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8. Learner is asked to set a password.

New York ◆ State   ☰ State Agencies   ⊞ Search all of NY.gov

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Password Change Request

NY0_____ , please change your current password before continuing.

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

Confirm New Password* ●●●●●●●●●●●

[Set Password]   [Clear this form]

Click on "Set Password"

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9. Confirmation that your password has been set.

New York State · State Agencies · ⊞ Search all of NY.gov

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Password Change Information

NY0▓▓▓▓▓▓ your new password has been set.

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

CONTINUE

Click on "Continue"

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10. Continue the enrollment process

Click on "Continue to Enrollment"

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

12. Learner is sent to the GOER SLMS site to enter profile information.
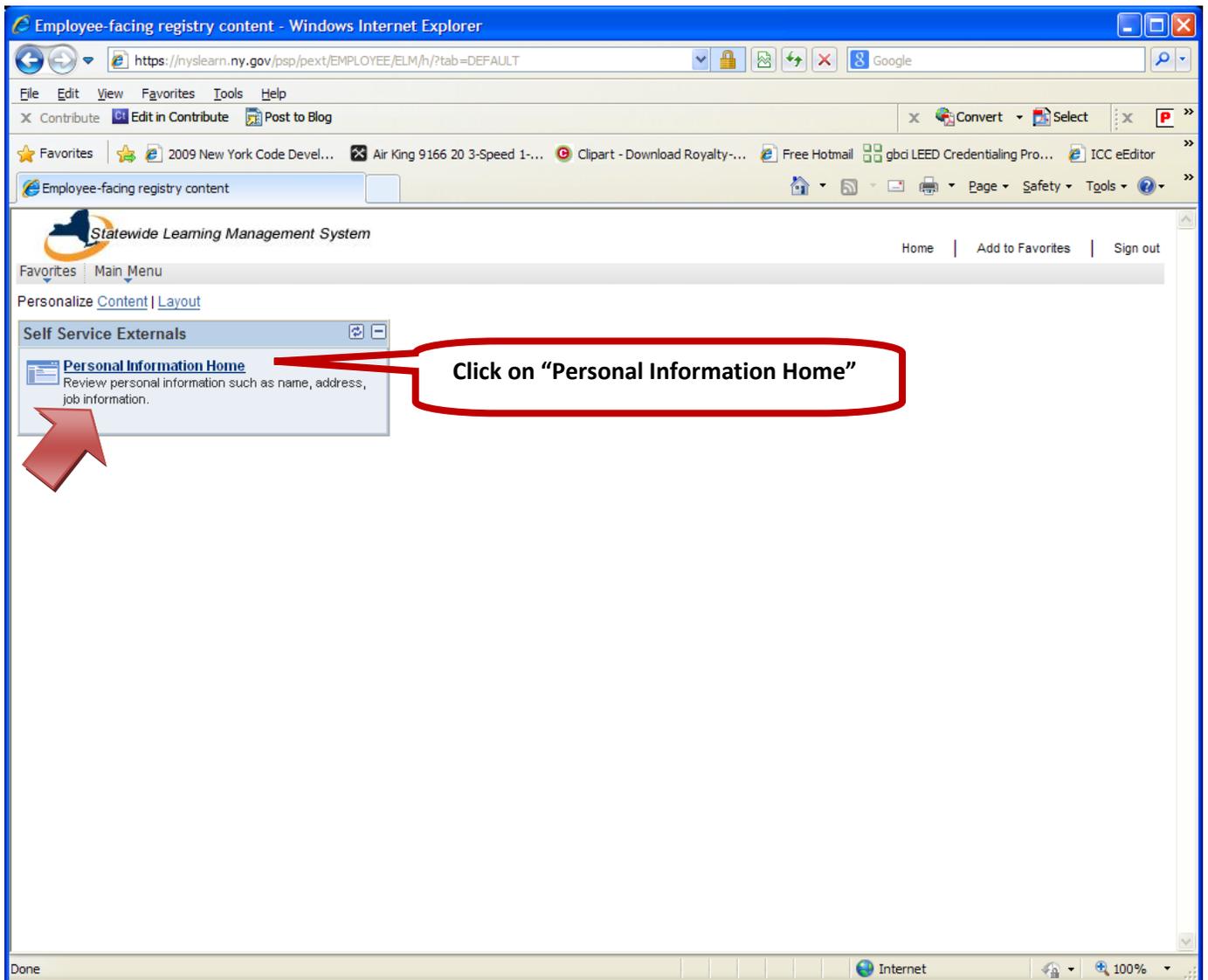
FYI ONLY (This message may not appear)

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.

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

14. You can now Sign out.

Click on "Sign out", when finished

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

Click on "Sign In"

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

17. Once signed in select "SLMS"

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