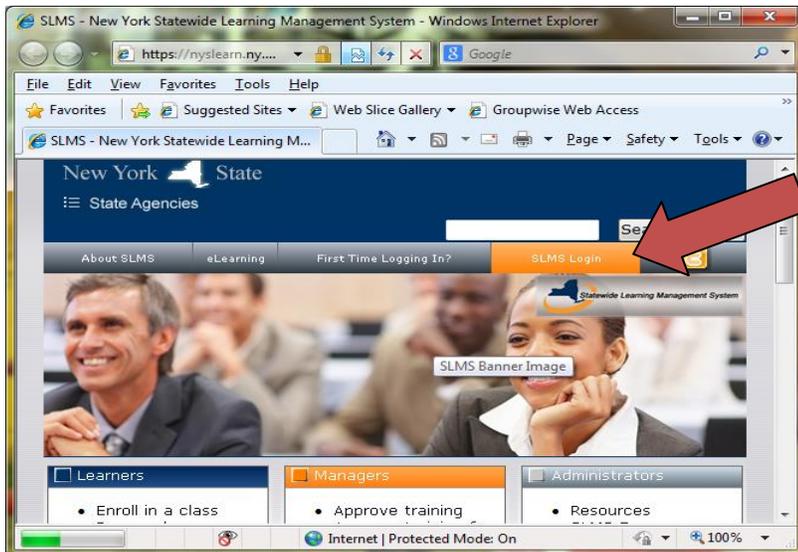


How to Enroll in an Online Class in SLMS

These procedures are for students who have been issued a Training ID# and created a NY.gov account.

1. Go to: <https://www.nyslearn.ny.gov/>

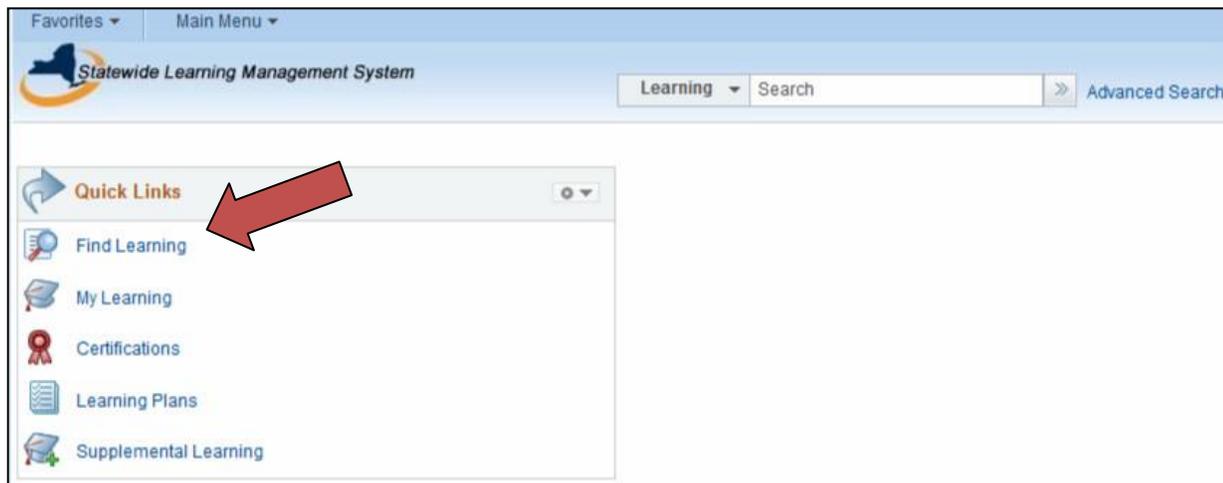
Click on SLMS Login



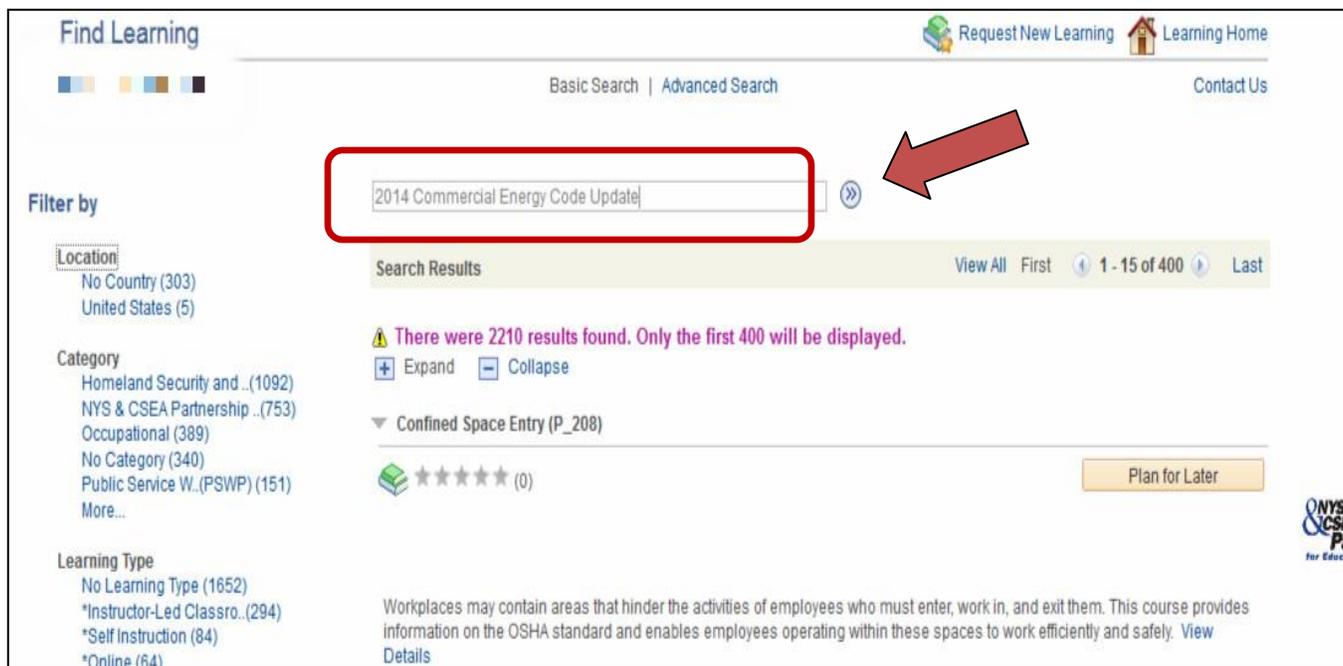
2. Log in to SLMS using your username and password. **The Username must be your DBSC Training ID #. Make sure you enter NY or CE followed by 7 digits (i.e. NY##### or CE#####).**



3. Click on “Find Learning”



4. Type the name of the class (eg. 2014 Commercial Energy Code Update) you are searching for in the search bar and click on the arrows.



5. Click on “Enroll”.

2014 commercial energy code update

Search Results View All First 1 - 1 of 1 Last

+ Expand - Collapse

2014 Commercial Energy Code Update (T02-07-1853)

★ ★ ★ ★ ★ (2) View Reviews Plan for Later

This course is an overview of the significant changes to 2012 IECC, the 2010 ANSI/ASHRAE 90.1 Standard and the NYS 2014 Supplement. 3 CEU's [View Details](#)

Class Code	Type	Duration	Start Date	Location	Price
T02-07-1853-123115-99-08-1	*Online		Start Date	Facility ID	

Enroll



6. Click “Submit Enrollment”

Enroll In Class

Review Information

Class Name	2014 Commercial Energy Code Update	Type	*Online
Class Code	T02-07-1853-123115-99-08-1	Contact	--
Price Per Seat	--	Drop Charge	--
Start Date	01/30/2015	End Date	--
Last Enrollment Date	--	Last Drop Date	--
Available Seats	--	Available Waitlist	0
Language	English		

Job Selection

Please select the job that you wish to associate this enrollment to.

*Job Title

Submit Enrollment [Find Learning](#)



7. Click “My Learning”. Do **Not** click on “Launch”.

Enroll In Class

Enrollment Confirmation

You have successfully enrolled in 2014 Commercial Energy Code Update. This change in status will be updated on the My Learning page.

Class Name	2014 Commercial Energy Code Update	Type	*Online
Class Code	T02-07-1853-123115-99-08-1	Contact	--
Price Per Seat	--	Drop Charge	--
Enrollment Status	Enrolled	Confirmation Number	11573611
Start Date	01/30/2015	End Date	--
Last Enrollment Date	--	Last Drop Date	--

Launch

Find Learning **My Learning** Request New Learning

8. To launch your class, click on the arrow for “Launch”.

My Learning

View Calendar Request New Learning Learning Home Contact Us

*View All Learning, All Status, All Dates, All Types Go View Training Credits

My Learning						Personalize	Find	View All	1-5 of 5
Title	Type	Status	Date	Launch	My Ratings				
2014 Commercial Energy Code Update	*Online	Enrolled	11/16/2015	 	★★★★★				

*****FYI ONLY (message may not appear)*****

Please note: in STEP 8, you can see more detail information (e.g. class syllabus, grade) through clicking on the course name. (You can always find the course you enrolled in under “My learning” Tablet in Home page.)

The screenshot shows the 'My Learning' dashboard. At the top, there are navigation links for 'View Calendar', 'Request New Learning', and 'Learning Home'. Below these is a search filter set to '*View All Learning, All Status, All Dates, All Types' with a 'Go' button and a 'View Training Credits' button. A table titled 'My Learning' lists courses. The first row is highlighted with a red box and a red arrow pointing to it. The course is '2014 Commercial Energy Code Update', which is *Online, with an enrollment status of 'Enrolled' and a date of '11/16/2015'. It has a 'Drop' button and a star rating of 5 stars.

Title	Type	Status	Date	Launch	Action	My Ratings
2014 Commercial Energy Code Update	*Online	Enrolled	11/16/2015		Drop	★★★★★

Then click “Launch” to launch the course. (“Re-launch” will appear if you have previously launched the course.)

The screenshot shows the 'Class Progress' page for the '2014 Commercial Energy Code Update' course. It includes a 'Return to Previous Page' link and a 'Learning Home' link. The course title is '2014 Commercial Energy Code Update' with a star rating of 5 stars (0 reviews). Below this is a 'Class Details' section with various fields: Class Name, Class Code, Price Per Seat, Enrollment Status, Start Date, Last Enrollment Date, Type, Contact, Drop Charge, Confirmation Number, End Date, and Last Drop Date. There are tabs for 'Progress', 'Schedule', 'Grades and Attendance', 'Notes and Attachments', 'Payment Details', and 'Approvals'. The 'Class Progress' section shows 'Progress In-Progress' and 'Grade Not Graded'. Below that is the 'Class Syllabus' section with a note: 'To receive credit for this class you must complete all required tasks.' A list of tasks includes '2014 Commercial Energy Code Update Course' which is 'Required', 'Web-based', and 'Progress In-Progress'. At the bottom, there are 'Drop' and 'Recommend Learning' buttons. A red box highlights the 'Re-Launch' button, with a red arrow pointing to it.

9. Click Launch. (“Re-launch” will appear if you have previously launched the course.)

View Progress Page

Table Of Contents

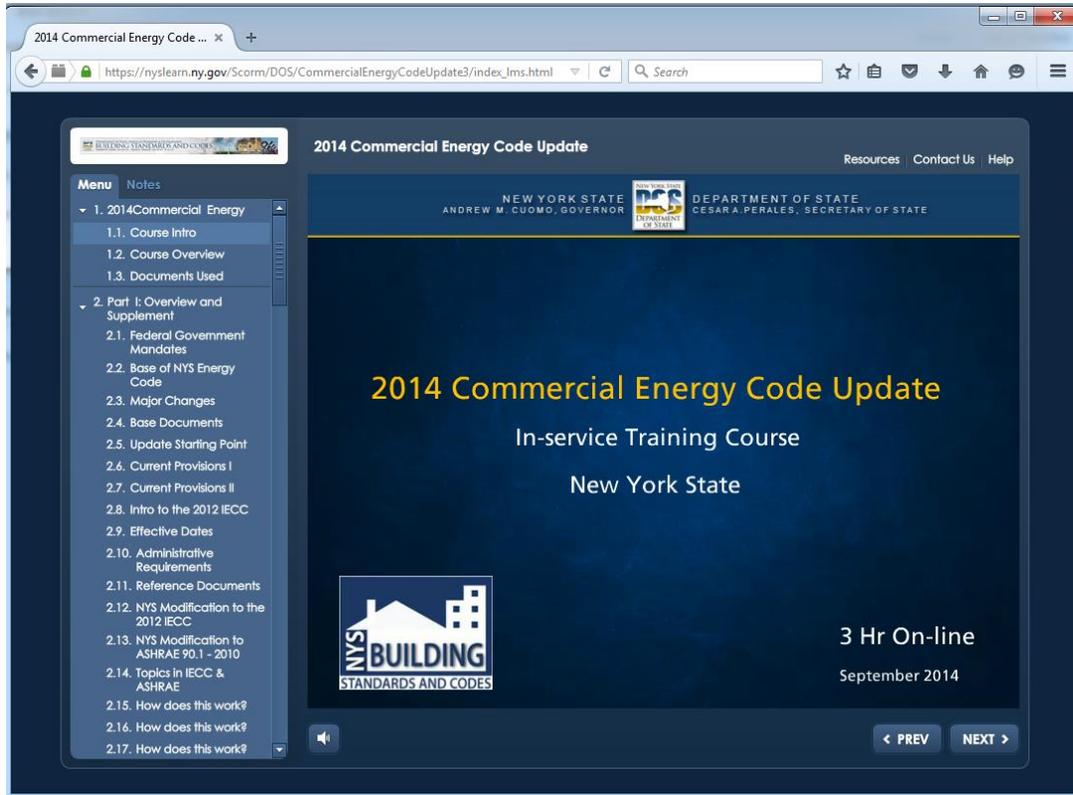
Component Name: 2014 Commercial Energy Code Update Course Type: Web-based
 Class: 2014 Commercial Energy Code Update Duration: --

Table Of Contents			
Title	Status	Score	
2014 Commercial Energy Code	Not Attempted		Launch

Return To Class Progress



10. The course is now opened.



The screenshot shows a web browser window displaying the course page. The browser address bar shows the URL: https://nyslearn.ny.gov/Scorm/DOS/CommercialEnergyCodeUpdate3/index_lms.html. The page header includes the title '2014 Commercial Energy Code Update' and navigation links for 'Resources', 'Contact Us', and 'Help'. Below the header, there is a banner for 'NEW YORK STATE' and 'DEPARTMENT OF STATE' with the names of the Governor and Secretary of State. The main content area features the title '2014 Commercial Energy Code Update' in large yellow text, followed by 'In-service Training Course' and 'New York State'. A logo for 'NYS BUILDING STANDARDS AND CODES' is visible on the left. On the right side of the main content, it says '3 Hr On-line' and 'September 2014'. At the bottom, there are 'PREV' and 'NEXT' navigation buttons. A sidebar menu on the left lists the course structure, including sections like '1. 2014 Commercial Energy' and '2. Part I: Overview and Supplement'.