

Register for the Administrative Skills Certificate & Online Learning Programs—SUNY

IN THE STATEWIDE LEARNING MANAGEMENT SYSTEM (SLMS)

Ver. 9/3/15

To participate in the Administrative Skills Certificate Program, you must register for both the Online Learning program *and* the certificate program.

A. LOG IN

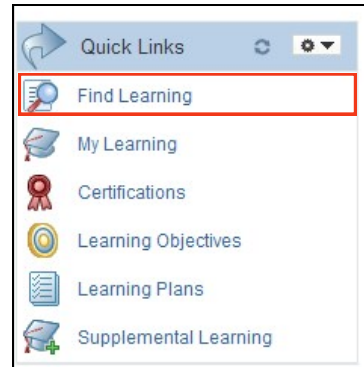
1. Go to the SUNY portal site (www.suny.edu).
2. Click **System.SUNY.edu** link at the top right.
3. Click **SUNY Portal** under Employee Resources.
4. The **SUNY Secure Sign On** box will appear. Select your campus and click **Login** button.
5. Type the Username and Password and click **Login**. Then click on **E-Business Services** and **SLMS**.



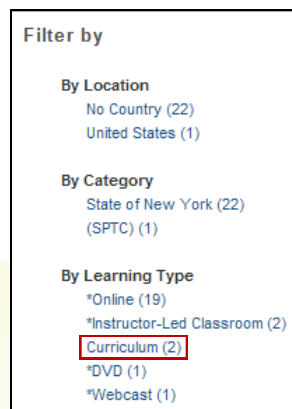
Tip: If you don't know your username and password, contact your campus help desk.

B. SEARCH THE CATALOG

1. Click on **Find Learning** (or **Main Menu, Self Service, Learning**, and then **Find Learning**).
2. Click in the **Search by keyword** box and type in **Online Learning**.
3. Click on the **Search** (double-headed arrow) button.

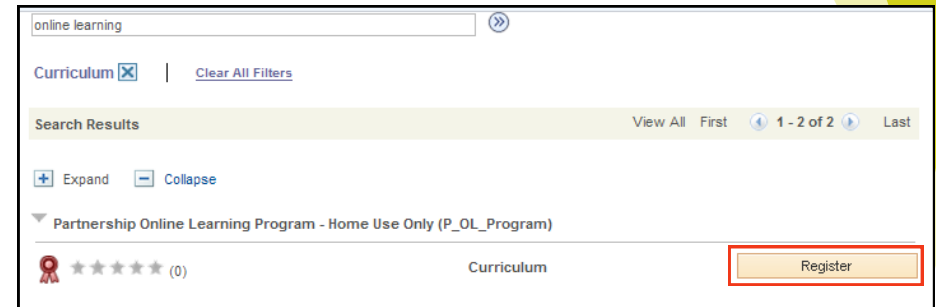


4. A list of items that have these words in the title or description will be displayed.
5. If you wish to limit the number of items displayed, locate the **Filter By** area on the left side of the screen. Click on the **Curriculum** filter (you may need to click **More** first).



C. REGISTER FOR THE ONLINE LEARNING PROGRAM

1. Click on the **Register** link to the right of **Partnership Online Learning Program - Home Use Only** or **Partnership Online Learning Program - Work and Home Use**. The Work and Home Use program requires manager approval.
2. Click on the **Submit Registration** button to confirm your registration request. A message will appear confirming your registration status (it will show "pending approval" for now). After your manager has approved your request (if necessary), you will be assigned an Online Learning license by Partnership staff and be notified by email.



D. REGISTER FOR ADMINISTRATIVE SKILLS CERTIFICATE PROGRAM

1. Once you've registered for Online Learning, click on the **Find Learning** link again.
2. Type in the part of the program name you are looking for (e.g., Administrative Skills) and click on **Search** (double-headed arrow).
3. Click to filter by **Certificate** (you may need to click on **More** first).
4. Click **Register** to the right of the **Partnership Administrative Skills Certificate Program**. Next, click **Submit Registration** to confirm your request. A message will appear confirming your registration in the program.