

How to Access the DOL UI Confidentiality Module I – 2015 Course in SLMS

Instructions for State OTDA Staff

This course meets the training requirement found in 14-ADM-05: Automated Information Exchange Agreement between OTDA, OCFS, DOH and DOL – Unemployment Insurance Benefit Information.

LOG IN

Go to the SLMS landing page and type: <https://nyslearn.ny.gov> in the browser address line.

Click the **SLMS Login** box.



ENTER USER NAME AND PASSWORD

Click in the **Username** box and type your SLMS username.

Click in the **Password** box and type your password

Click on the Sign In button

If you have forgotten your Username or Password, click on the links below the Sign In button.

A screenshot of the NY.gov ID login form. The form has a dark blue header with the "NY.gov ID" logo. Below the header are two input fields: "Username:" and "Password:". Below the input fields is a large grey button labeled "Sign In". At the bottom of the form, there are two links: "Forgot your Username or Password?" and "NY.gov ID - Terms of Service".

IN SLMS

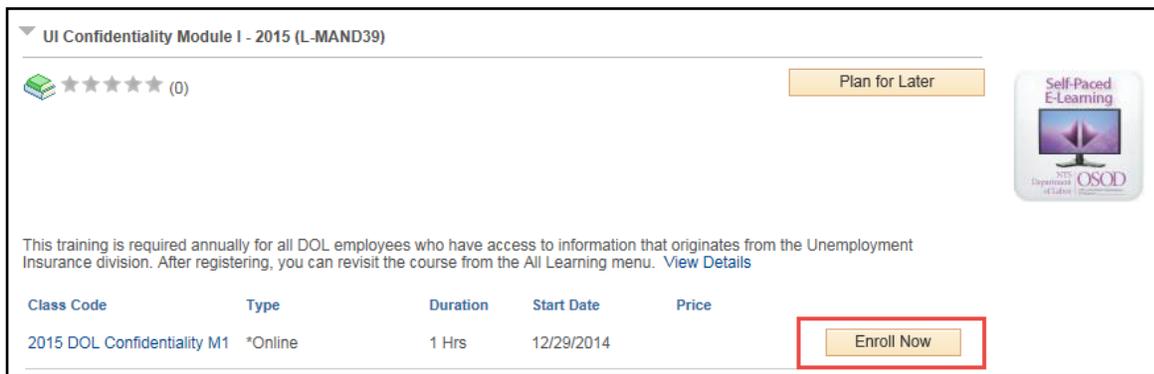
Enter **UI Confidentiality** in the top Search Box.



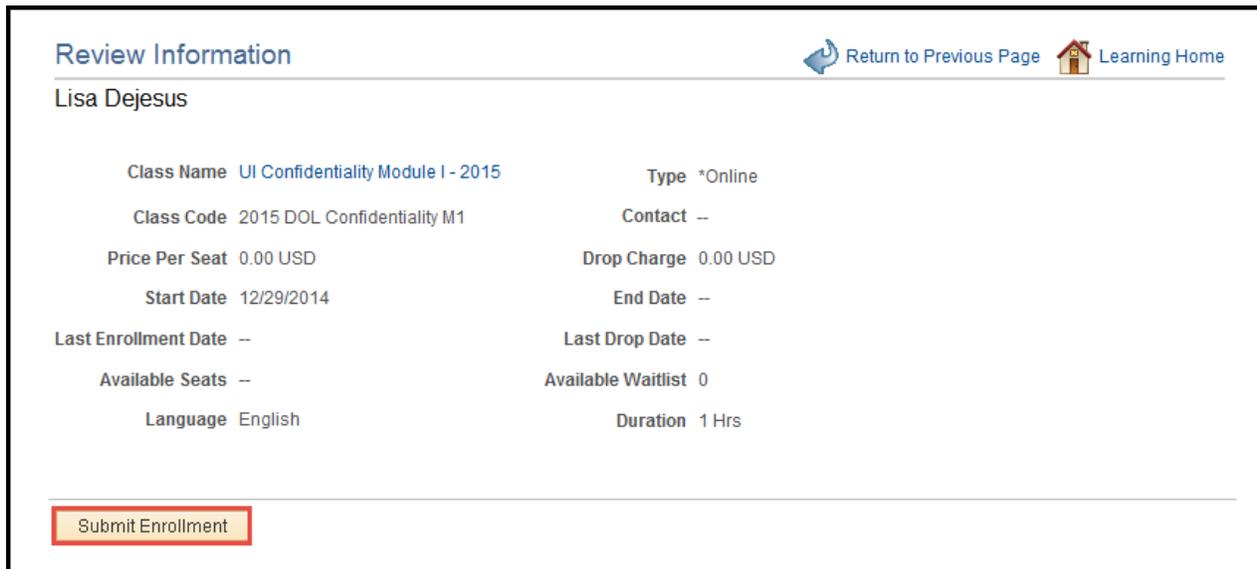
A list of courses will be returned containing the title of the course.

Select the **UI Confidentiality Module 1 – 2015 (L-MAND39)** course.

Click the **Enroll Now** button.



The Course Review Information page will appear.



Click the **Submit Enrollment** button. You will receive a confirmation notice in your email shortly after the enrollment is processed.

The confirmation page will appear. Click the **Launch** button to begin the course.

Review Information [Return to Previous Page](#) [Learning Home](#)

Lisa Dejesus

✓ You have successfully enrolled in UI Confidentiality Module I - 2015. This change in status will be updated on the My Learning page.

Class Name	UI Confidentiality Module I - 2015	Type	*Online
Class Code	2015 DOL Confidentiality M1	Contact	--
Price Per Seat	0.00 USD	Drop Charge	0.00 USD
Enrollment Status	Enrolled	Confirmation Number	9559115
Start Date	12/29/2014	End Date	--
Last Enrollment Date	--	Last Drop Date	--
		Duration	1 Hrs

Launch

Click the **Launch** button to begin the course.

If you need to access the course at a later time you can find the course under your **My Learning** page. Find the entry for the **UI Confidentiality Module I – 2014** online course.

Statewide Learning Management System [Home](#) [Add to](#)

All Search [Advanced Search](#) [Last Search Results](#)

My Learning [View Calendar](#) [Request New Learning](#) [Learning Home](#)

Lisa Dejesus [Contact Us](#)

*View All Learning, All Status, All Dates, All Types [Go](#) [View Training Credits](#)

My Learning [Personalize](#) [Find](#) [View All](#) 1-15 of 40

Title	My Ratings	Type	Print Certificate	Status	Date	Launch	Action
UI Confidentiality Module I - 2015	★ ★ ★ ★ ★	*Online		Enrolled	01/16/2015	Launch	Drop

Click the **Launch** button.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Learning](#) > [My Learning](#)


All Search >> Ad

View Progress Page

Table Of Contents

Lisa Dejesus, Agency Program Aide Office of Temporary and Disability Assistance

Component Name: 2015 DOL Confidentiality M1 **Type:** Web-based
Class: UI Confidentiality Module I - 2015 **Duration:** 1 Hour s

Table Of Contents			
Title	Status	Score	
UI Confidentiality Module I	Not Attempted		Launch

[Return To Class Progress](#)

Click the **Launch** button to begin the course.

At the end of the course select: **I work for an organization that shares information with Labor.**

Select the choice that best describes your job functions:

- I am a Department of Labor employee.
- I work for an organization that shares information with Labor.

Read the **Terms of Use Agreement** and select **I accept the terms and conditions set above.**

Terms of Use Agreement

I understand that unauthorized use or disclosure of UI Information:

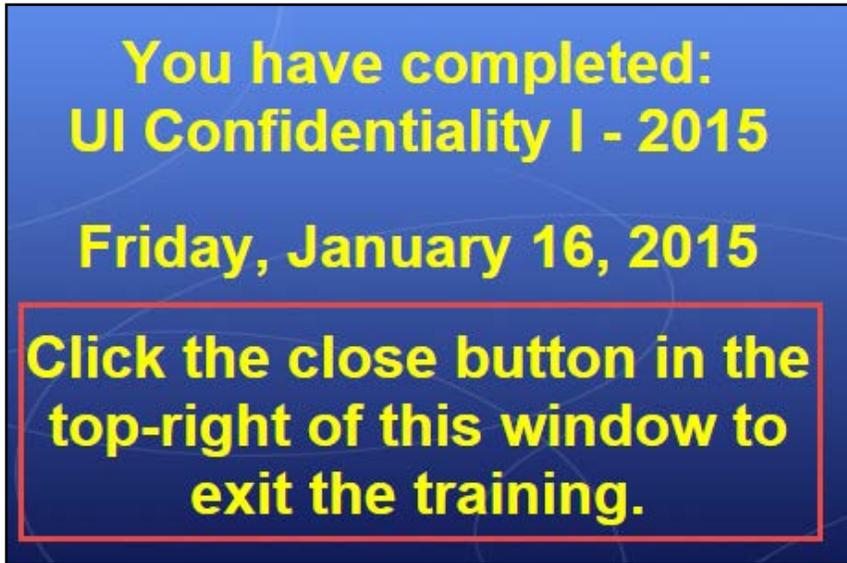
- Is punishable as a misdemeanor which carries a sentence of imprisonment of up to one year.
- May result in civil liability for personal damages arising out of the improper use of UI Information.
- May result in the revocation of my access to such UI Information.
- May result in disciplinary action, up to and including the loss of my job.

I understand that the use of the UI Information is subject to the following conditions:

- I will follow the safeguards and procedures for the use and disclosure of UI Information.
- I will maintain the confidentiality of the UI Information at all times.
- I will only use the UI Information for authorized purposes and will not directly or indirectly disclose UI Information to any unauthorized person.
- I understand that the UI Information must be stored in an area that is safe from access by unauthorized persons during working hours as well as non-working hours.
- I understand that the UI Information can never be remotely accessed or maintained on an electronic device or network unless it is uniquely

I accept the terms and conditions set above

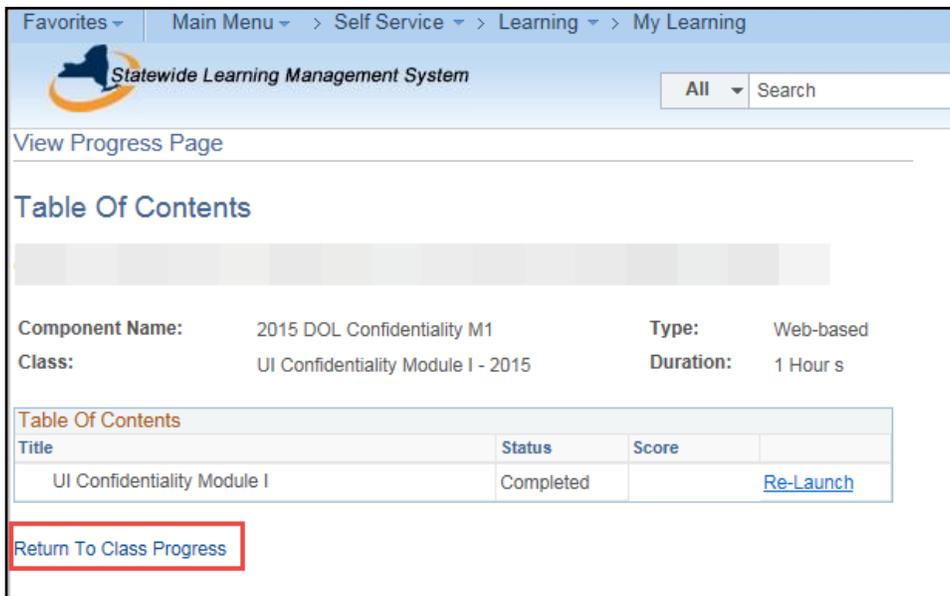
Once you have accepted the terms and conditions, the following notice will appear:



Click the Close button to close the training. 

CLASS PROGRESS

Click the **Return to Class Progress** link



Component Name: 2015 DOL Confidentiality M1 Type: Web-based
Class: UI Confidentiality Module I - 2015 Duration: 1 Hour s

Table Of Contents			
Title	Status	Score	
UI Confidentiality Module I	Completed		Re-Launch

[Return To Class Progress](#)

Check to make sure your **Enrollment Status** and **Class Progress** show **Completed**.

UI Confidentiality Module I - 2015
 ★★★★★ (0)

Class Details ?

Class Name UI Confidentiality Module I - 2015	Type *Online
Class Code 2015 DOL Confidentiality M1	Contact --
Price Per Seat 0.00 USD	Drop Charge 0.00 USD
Enrollment Status Completed	Confirmation Number 9555743
Start Date 12/29/2014	End Date --
Last Enrollment Date --	Last Drop Date --
	Duration 1 Hrs

Progress Schedule Grades and Attendance Notes and Attachments Payment Details Approvals

Class Progress

Progress Completed	Grade Not Graded
Passing Status Satisfactory	Comments

PRINT YOUR CERTIFICATE

1. Go back to your **My Learning** Page and find the **UI Confidentiality Module I – 2015** course in the list.
2. Click the **Print Certificate** button. Save the certificate to verify completion of the course.

UI Confidentiality Module I - 2015 ★★★★★ *Online **Print Certificate** Completed 01/16/2015 **Review**

Attachment 2

14-ADM-05

State OTDA Staff: If you require assistance, please send an email to: tama.slms@otda.ny.gov