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.

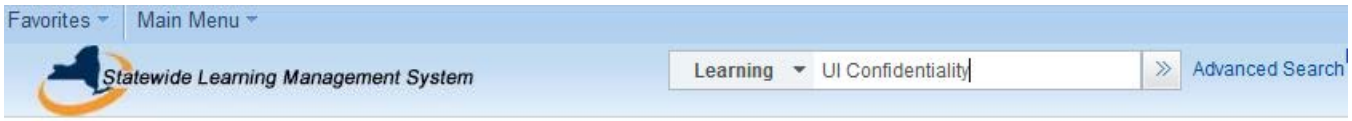
Click in the **Password** box and type your password

Click on the Sign In button

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

IN SLMS

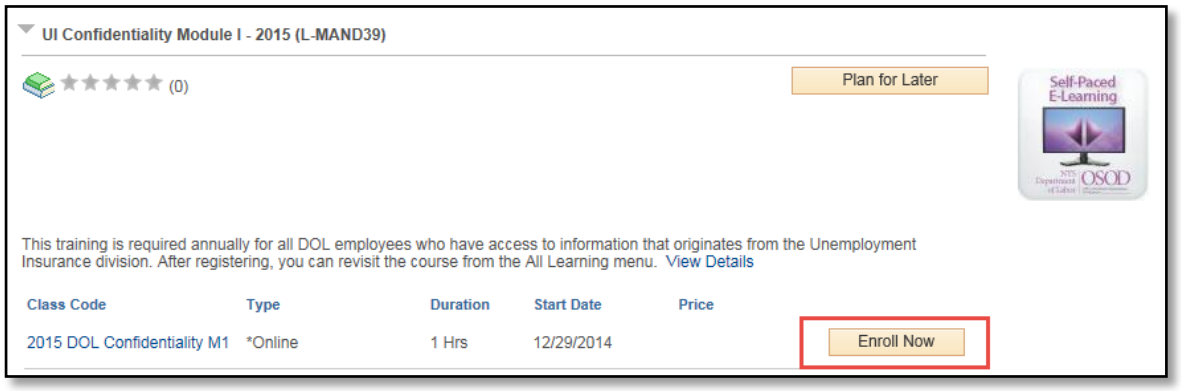
Enter **UI Confidentiality** in the top Search Box.



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

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

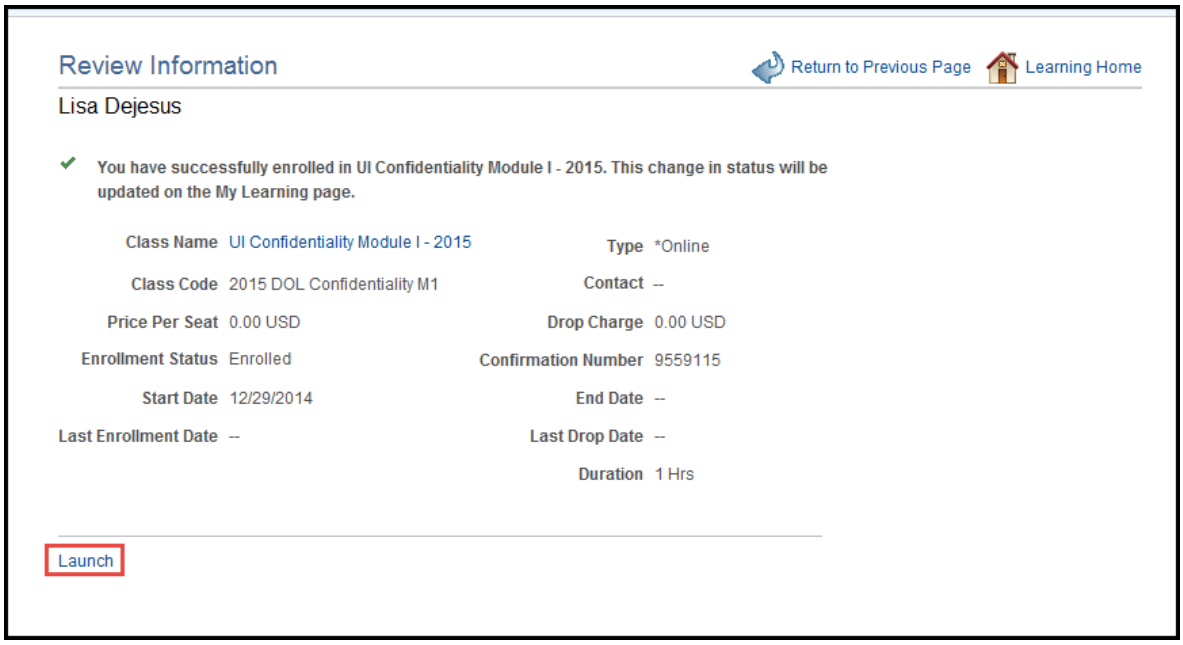
Click the **Enroll Now** button.



The Course Review Information page will appear.

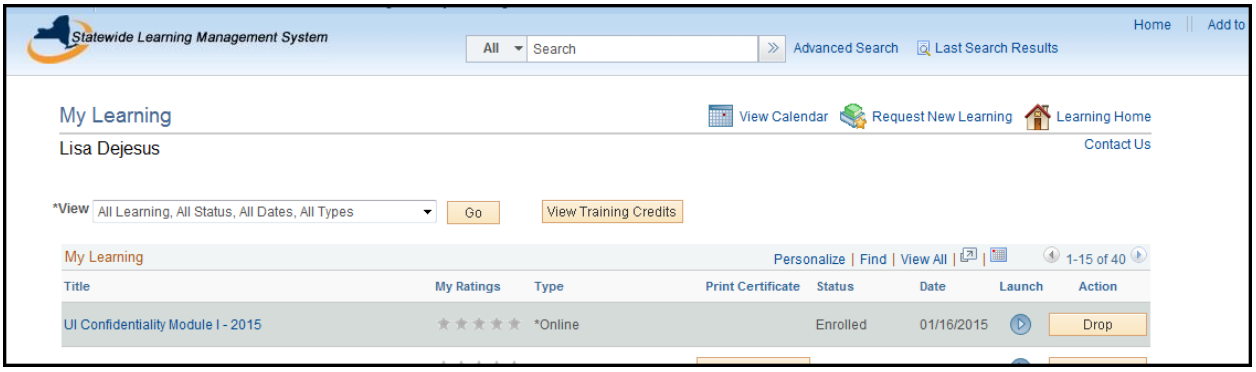
Click the **Submit Enrollment** button. You will receive a confirmation notice in your email shortly after the enrollment is processed.

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

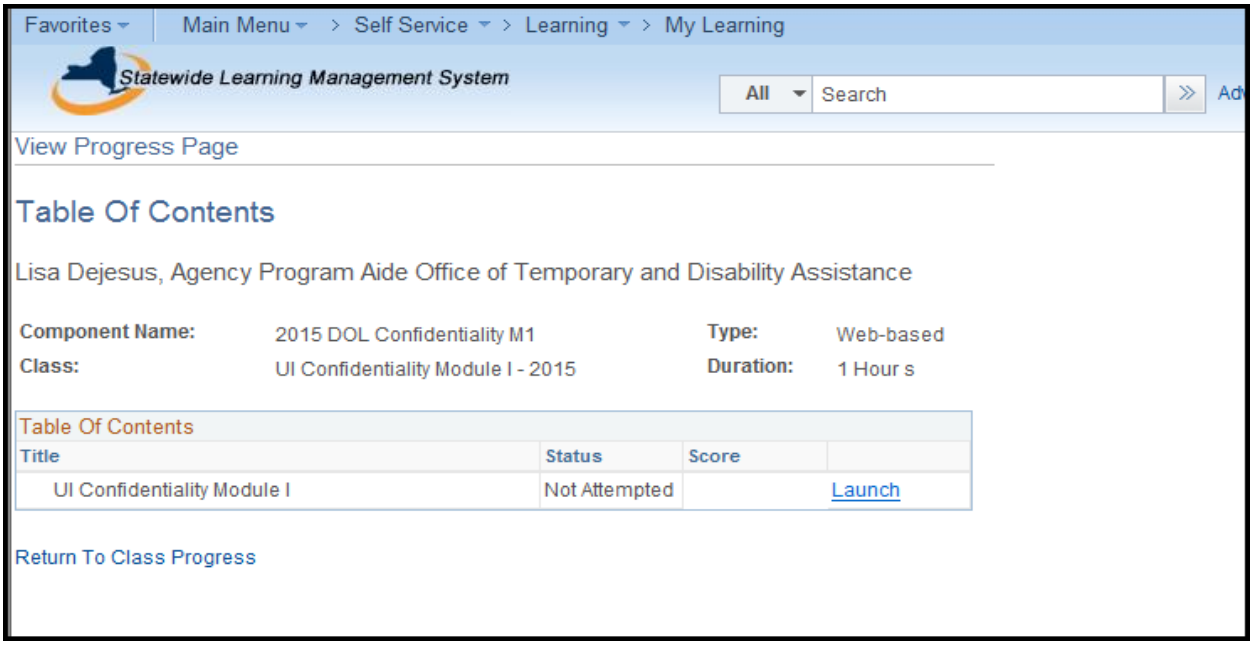


Click the **Launch** button to begin the course.

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.

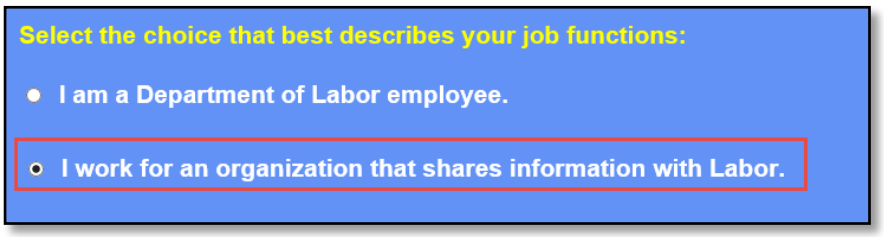


Click the **Launch** button.

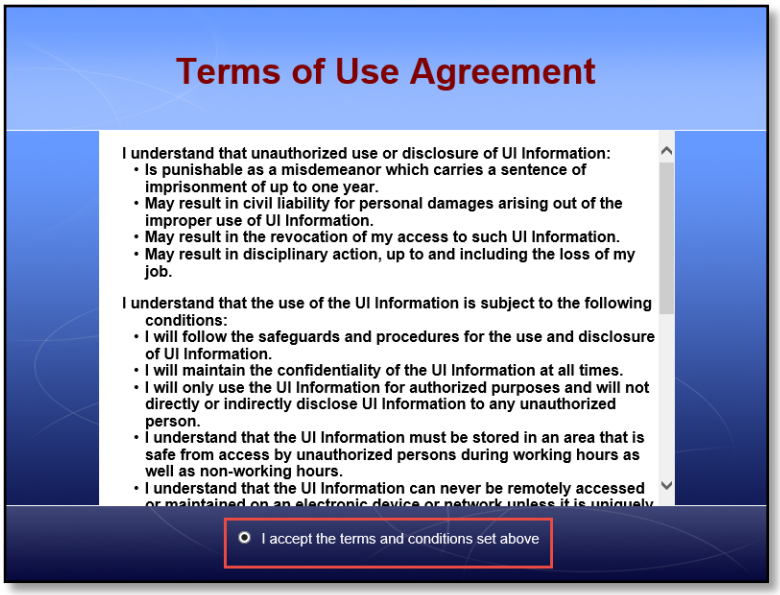


Click the **Launch** button to begin the course.

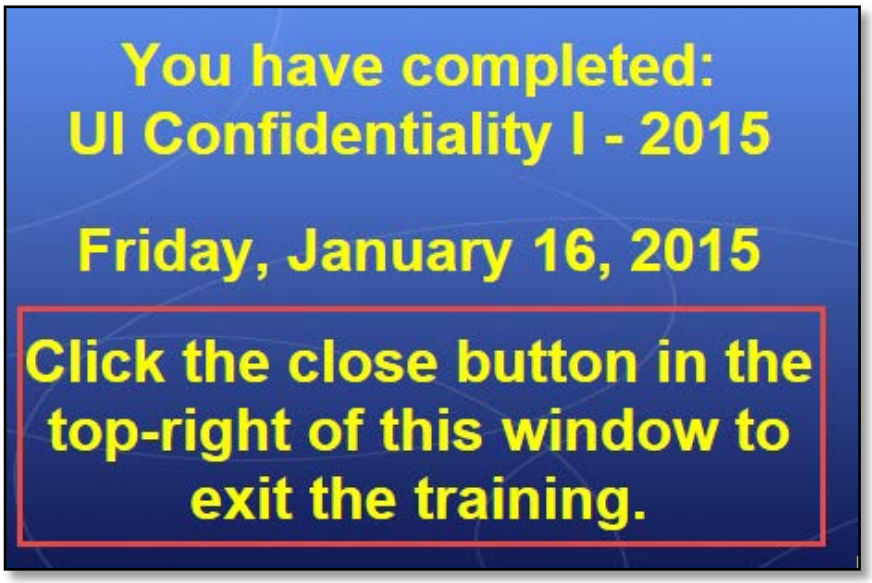
At the end of the course select**: I work for an organization that shares information with Labor.**



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



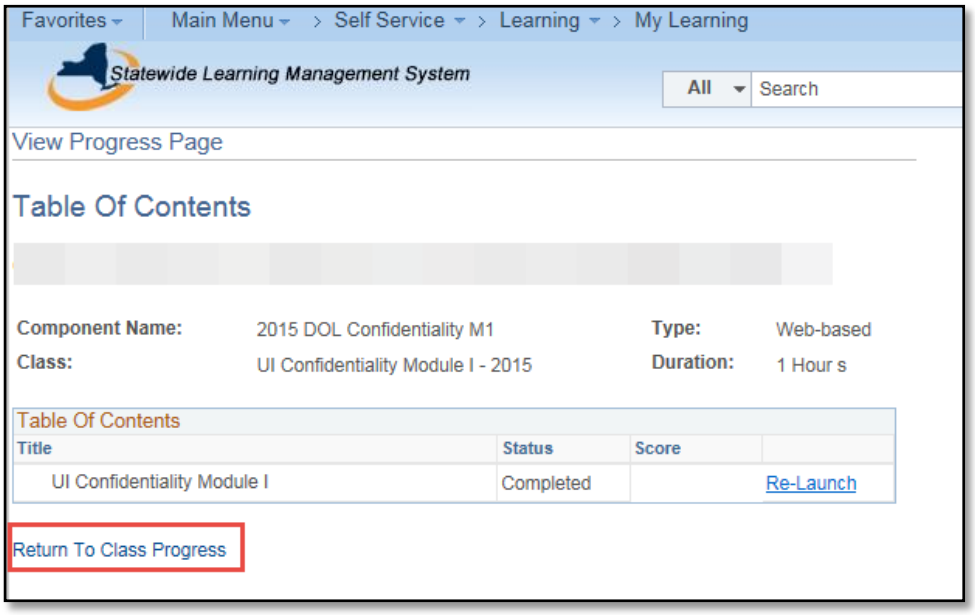
Once you have accepted the terms and conditions, the following notice will appear:



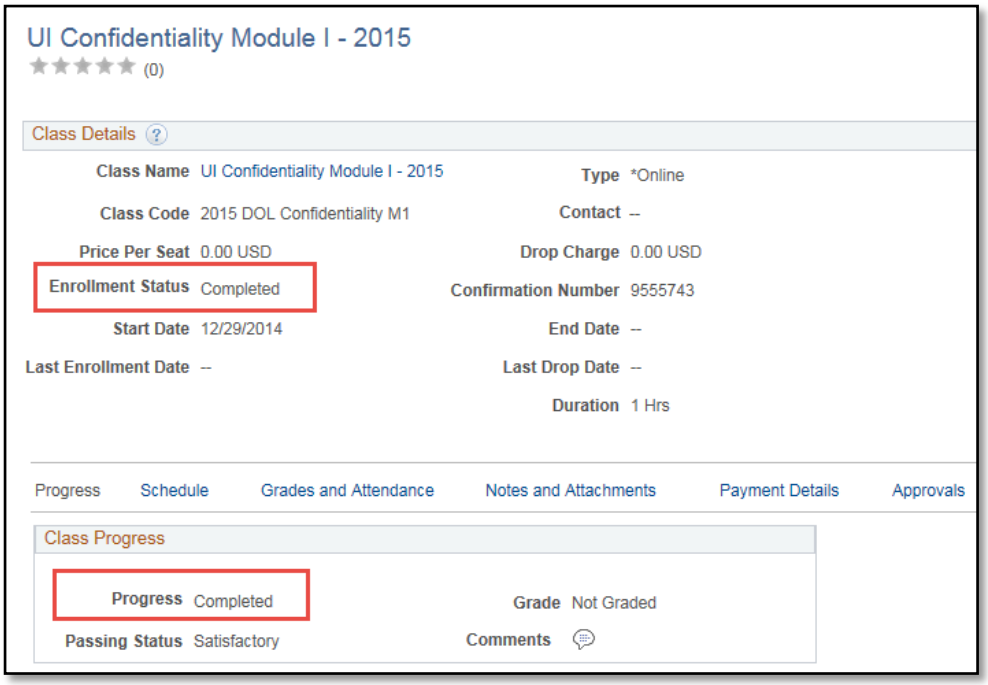
Click the Close button to close the training.

CLASS PROGRESS

Click the **Return to Class Progress** link



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



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.

Attachment 2 **14-ADM-05**

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