New York State
Department of State
Division of Building Standards and Codes
One Commerce Plaza
99 Washington Avenue, Suite 1160
Albany, NY 12231-0001
(518) 474-4073
Fax: (518) 474-5788
www.dos.ny.gov

NEW YORK STATE OF OPPORTUNITY. | **Building Standards and Codes**

Enrollment Process for the Statewide Learning Management System (SLMS)

Process for Creating a NY.gov Account
and Accessing Your Training History in SLMS
(for SLMS External Learner With an Existing Training ID Number)

The Division of Building Standards and Codes uses SLMS to record code enforcement training course completions. These procedures are for students who have been issued a Training ID# but have not accessed the SLMS system in the past. If you experience any problems with these procedures, please contact the Division of Building Standards and Codes Training Unit at 518-474-4073.

Students that do not have a NY # or CE # should <u>not</u> 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 attended 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 Building Standards and Codes Training Unit at 518-474-4073.

1. Go to https://ws04.nyenet.state.ny.us from your internet browser. Click **Don't Have An Account?** on the *NY.gov* page.
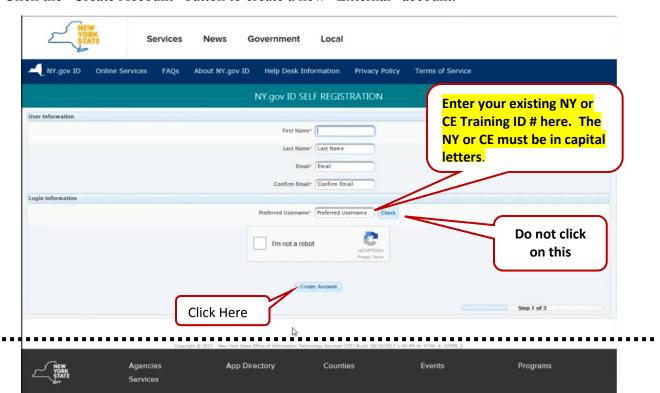

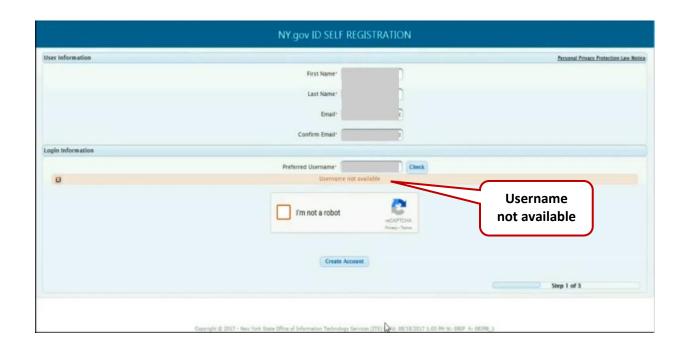2. Select **Personal** as the account you want to create.

3. Click the button to **Sign Up for a Personal *NY.gov* ID.**

4. Register your NY.gov ID.
   - Enter the user information (First Name, Last Name, Email Address).
   - Enter the login information.
     - **The Preferred Username <u>must be</u> your DBSC Training ID #. Make sure you enter NY or CE followed by 7 digits (i.e. NY####### or CE#######). You must use a capital "NY" or "CE" before the 7 digits. If you use a lower case "ny" or "ce", you will not be able to see your training history.**
   - Do not click on the "check" button.
   - Do the "I'm not a robot".
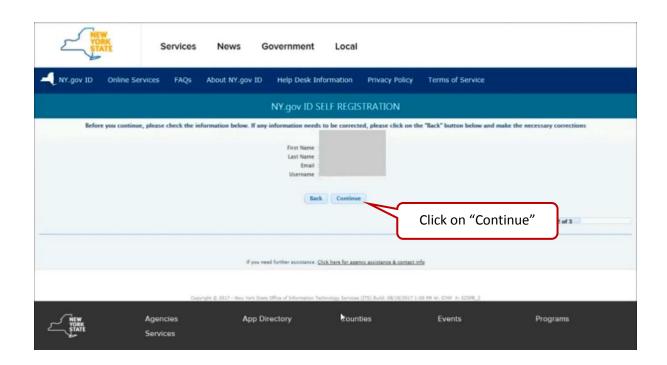   - Click the "Create Account" button to create a new "External" account.

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

*Please Note: If you receive an error message that indicates "**User id not available**", please contact the Division of Building Standards and Codes Training Unit at (518)- 474-4073.*
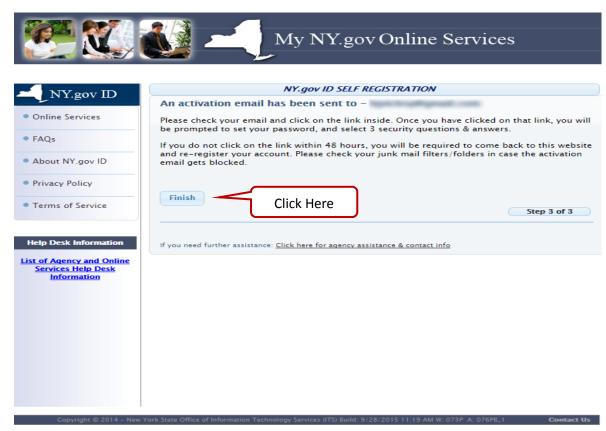

*After clicking "**Create Account**", if you get a message, similar to below, that indicates "**You might already have a NY.gov ID**", just click "**continue**" to create the new external account.*

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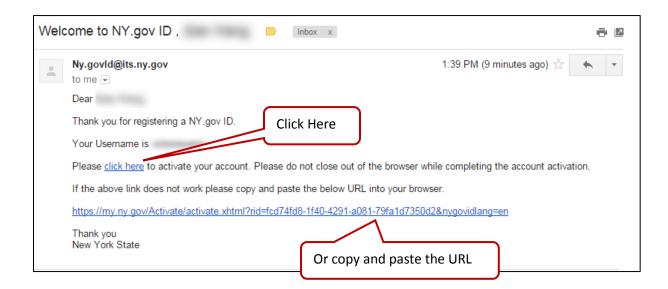
5. The next screen will ask the user to verify the information.
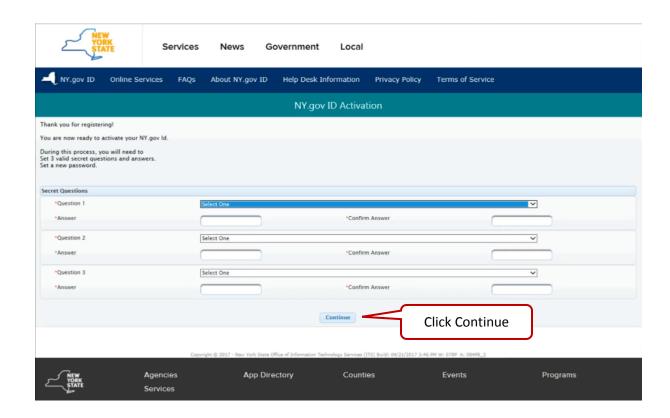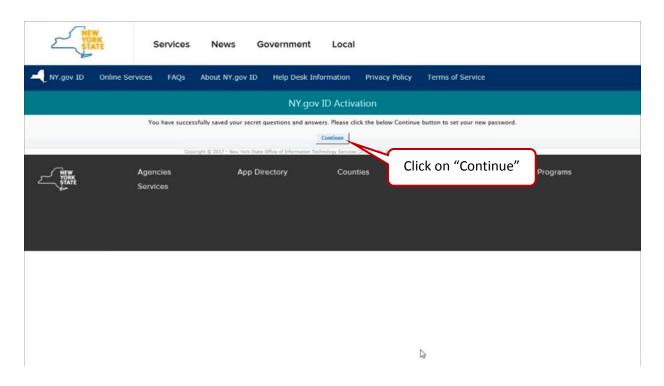

6. Confirmation of the request appears.

7. Sample e-mail with link to complete the activation process. Click on the link "**click here**" or copy and paste the **URL,** as indicated in the e-mail.
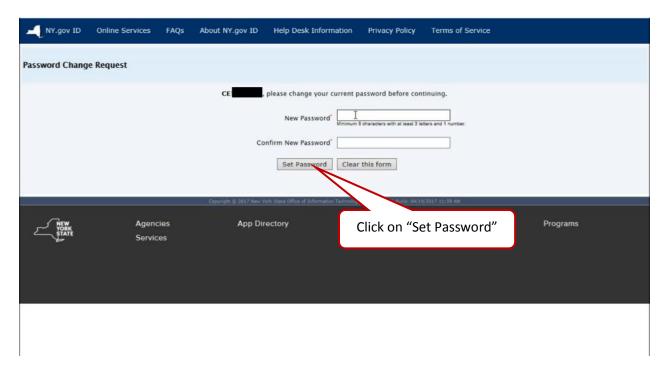

8. Learner has to enter three (3) Secret Questions and Answers to use for future password resets.

9. Click "**Continue**".

Click on "Continue"

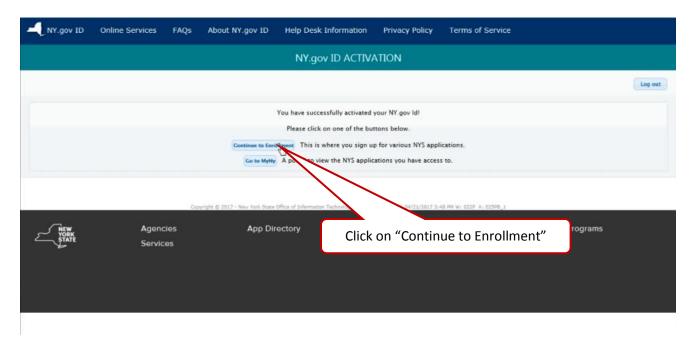10. Learner is asked to create a password. The password must be at least eight characters with at least three letters and one number.
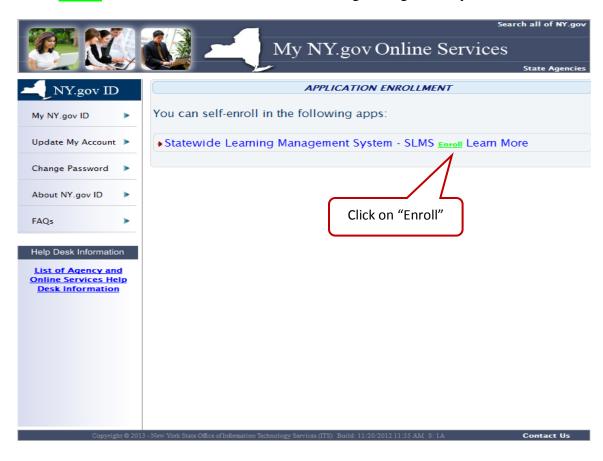

Click on "Set Password"

11. Confirmation that your password is set.

12. Continue the enrollment process.

13. Select the **Enroll** link, to enroll in the Statewide Learning Management System – SLMS

14. Learner is sent to the GOER SLMS site to enter the profile information.

*Please note: If you receive the following pop-up (Do you want to view only the webpage content that was delivered securely?), click **No** to proceed.*

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15. The SLMS profile screen allows the learner to update information such as: address, email, phone number and job. This information can be updated by the learner at any time. This information is not stored in the NY.GOV ID site.

*******************************FYI ONLY*******************************

*When you try to update your job information, use the radio buttons to select an existing job and then click on "**Update Job Information**". When you try to add a new job information, click "add new job information". Then complete the steps below to update or add your job information.*
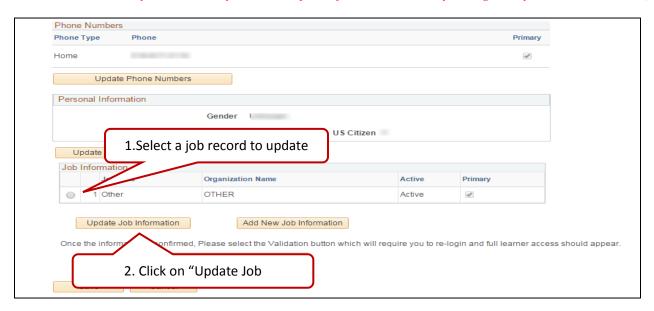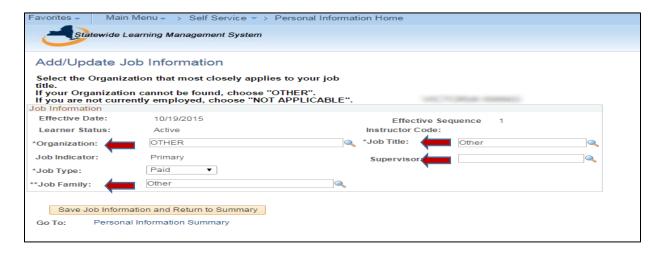
*(Please note: Once you click on the "INFORMATION VALIDATED AND SIGN OFF" button, you **CANNOT UPDATE** your existing job information any more even if you log into your account after the account creation. But you can always add new job information when you log into your account later.)*

The following fields are required for Job Information:

- **Organization** – If specific organization is not found, select "Other"
- **Job Title** - If you are a Code Enforcement Official, Select "Code Enforcement" **instead of "CEO"**, **otherwise** select "Other"
- **Job Family** – If specific Job Family is not found, select "Other"
- **Supervisor** – *Do not use* – Supervisor field **MUST** remain blank.

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16. Verify that your information is correct.

- Click on "INFORMATION VALIDATED AND SIGN OFF" (Number 1 below)
  *(Please note: Once you click on the "INFORMATION VALIDATED AND SIGN OFF" button, you **CANNOT UPDATE** your existing job information any more even if you log into your account after the account creation. But you can always add new job information when you log into your account later.)*
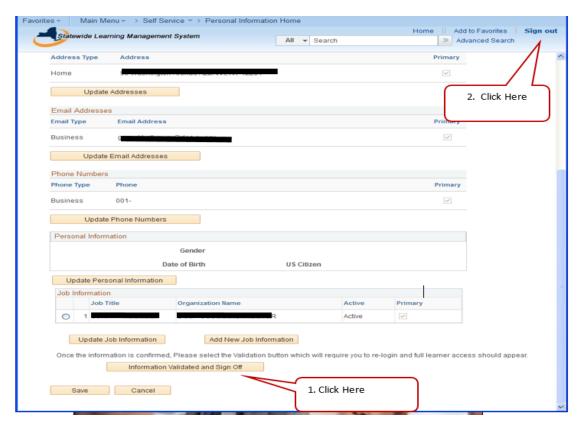- Click on "SIGN OUT" (Number 2 below).
- You have now been logged out of SLMS. Close your browser. Wait 10 - 15 minutes before signing back into SLMS.

17. *Go to:* https://nyslearn.ny.gov/ *to sign into SLMS.* Click on **SLMS Login**. *Please note: This is the website that you will use from now on to view your training history.*

18. Enter your username (NY # or CE #) and password.

1. Enter your NY # or CE #

2. Enter your password

3. Click here to sign in

19. You are now at the SMLS home page where you can view your training history and print certificates. To view your training history, click on "My Learning."

Click here to view your training history.

20. Your training history will show up to 100 records per page. The top right hand corner will show you the total number of records in your training history. If you have more than 100 records, you will need to click on the **arrow for the next page** to see the remaining courses.

The courses will be listed in date order with the most recent course listed first. You can change this order by clicking on the word "**Date**."

To print a certificate for the course, click on "**Print Certificate**."

Click on the "print" button on the bottom of the webpage to print the certificate out.

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

*Please note: If you use the **Internet Explorer (IE)** as your default browser, you may see "block pop-ups" on the upper side of the webpage. Click on the "Pop-up blocked. To see this pop-up or additional options, click here", and select "Always allow pop-ups from this site". A message box will appear. Then click on "yes" on the message box, and you will see your certificate.*

*If you use **Chrome** as your default browser, a "block pop-ups" may appear in the address bar on the top of the browser. Click on the "block pop-ups" icon, select "Always allow pop-ups from http://nyslearn.ny.gov", and then click "Done" to see your certificate.*

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21. Click on "View Training Credits" to see the number of in-service hours for each course you completed and to find out how many hours you obtained in the required topic areas.

22. Put a check mark in each box that corresponds with the following descriptions:
   - CE for Code Enforcement and Administration (Box 30)
   - CE for Energy Conservation Construction Code (Box 34)
   - CE for Uniform Fire Prevention and Building Code (Box 38)
   - Code Enforcement Official Annual In-Service (Box 48)

   (There is a possibility that the Box # that corresponds with the description could change at some point in the future, so please make sure you check the correct box.)

   Click on **OK** at the bottom of the page.

23. This page shows the number of in-service credit hours received for the completion of a course and the number of hours you obtained in the required topic areas.

- **Column A** shows the total credit hours you have received for the course
- **Column B** shows the total number of hours completed for Topic 1 (CE for Code Enforcement and Administration
- **Column C** shows the total number of hours completed for Topic 2 (CE for Uniform Fire Prevention and Building Code
- **Column D** shows the total number of hours completed for Topic 3 (CE for Energy Conservation and Construction Code

NOTE: Each year a student **MUST** obtain at least 3 credit hours for each of the above listed topics. A summary of our new training regulations can be found by going to the following link: http://www.dos.ny.gov/DCEA/TrainingRegs.html

Title	My Ratings	Status	Date	Delete	A Code Enfor	B Code Enfor	C CE for Uni	D CE for Ene
ICC Final Hearings - Fall	★★★★★	Completed	09/30/2015		6.00	6.00		
Carbon Monoxide Requirements in Commercial Buildings	★★★★★	Completed	06/22/2015		2.00		2.00	
Wood Frame Wall Bracing in the 2015 IRC	★★★★★	Completed	06/17/2015		2.00	2.00		
NEW YORK STATE FIRE PREVENTION AND BUILDING CODE COUNCIL	★★★★★	Completed	05/15/2015		1.00	1.00		
ICC Final Hearings - Spring	★★★★★	Completed	04/28/2015		6.00	6.00		
Determination of Stories Above Grade in Elevated One- and Two-Family Dwellings	★★★★★	Completed	02/18/2015		1.00	1.00		
2014 Commercial Energy Code Update	★★★★★	Completed	02/17/2015		3.00			3.00
MOLD, WATER AND BUILDING CODE	★★★★★	Completed	02/17/2015		3.00	2.00	1.00	
Estimating the Effects of Energy Conservation on Termperature and Humidty in Buildings	★★★★★	Completed	02/17/2015		1.00	1.00		
Existing Residential Buildings	★★★★★	Completed	02/16/2015		1.00		1.00	
2015 Training Regulations	★★★★★	Completed	02/16/2015		1.00	1.00		
30th Anniversary of the Uniform Code	★★★★★	Completed	02/16/2015		1.00	1.00		
Division of Building Standards and Codes Update	★★★★★	Completed	02/16/2015		1.00		1.00	

Follow the steps below to get your credit hours:
- Make sure your training records are listed from the newest to the oldest by clicking "**Date**".
- Add up your credit hours **in Year 2015** by column.

For example, in the picture above, the result of adding up each column shows that this student received 29 credit hours for "Code Enforcement Official Annual In-Service" (Column A), including:
- 21 credit hours for Topic 1"CE for Code Enforcement and Administration" (Column B)
- 5 credit hours for Topic 2"CE for Uniform Fire Prevention and Building Code" (Column C)
- 3 credit hours for Topic 3 "CE for Energy Conservation Construction Code" (Column D)

24. Use the **SIGN OUT** button in the top right of the page when exiting SLMS.