



Building Standards and Codes

New York State
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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 not 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.

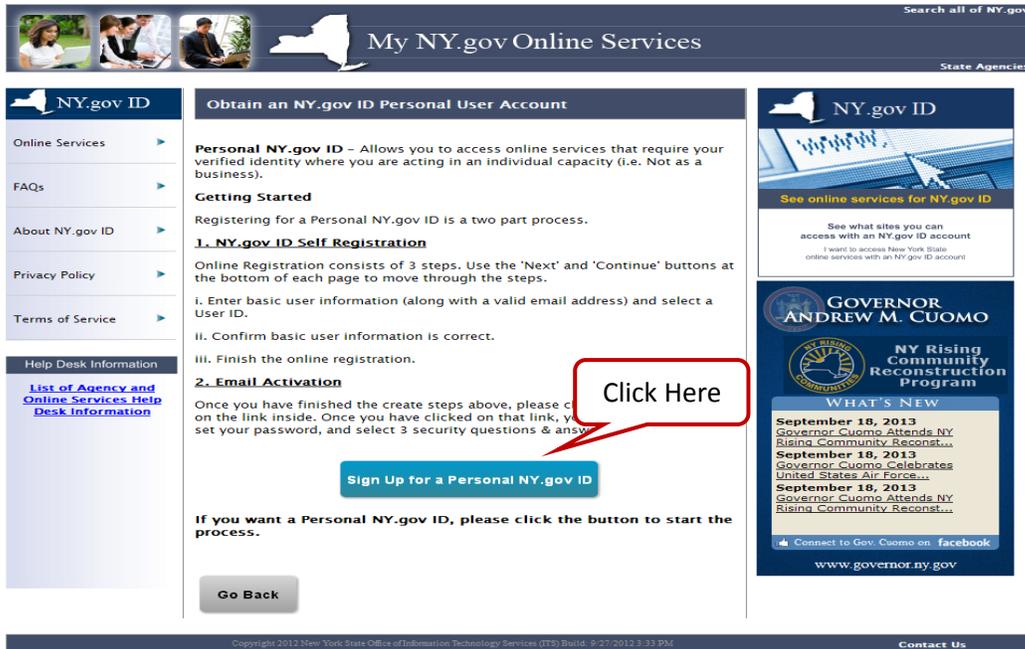
1. Go to <https://ws04.nyenet.state.ny.us> from your internet browser. Click **Don't Have An Account?** on the *NY.gov* page.



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 must be 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.
- Enter the Captcha.
- 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.



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

NY.gov ID

- Online Services
- FAQs
- About NY.gov ID
- Privacy Policy
- Terms of Service

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

Before you continue, please check the information below. If any information needs to be corrected, please click on the "Back" button below and make the necessary corrections

First Name
Last Name
Email
Username

[Back](#) [Continue](#)

Click on "Continue"

Step 2 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

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6. Confirmation of the request appears.

NY.gov ID

- Online Services
- FAQs
- About NY.gov ID
- Privacy Policy
- Terms of Service

Help Desk Information

[List of Agency and Online Services Help Desk Information](#)

NY.gov ID SELF REGISTRATION

An activation email has been sent to – [redacted]

Please check your email and click on the link inside. Once you have clicked on that link, you will be prompted to set your password, and select 3 security questions & answers.

If you do not click on the link within 48 hours, you will be required to come back to this website and re-register your account. Please check your junk mail filters/folders in case the activation email gets blocked.

[Finish](#)

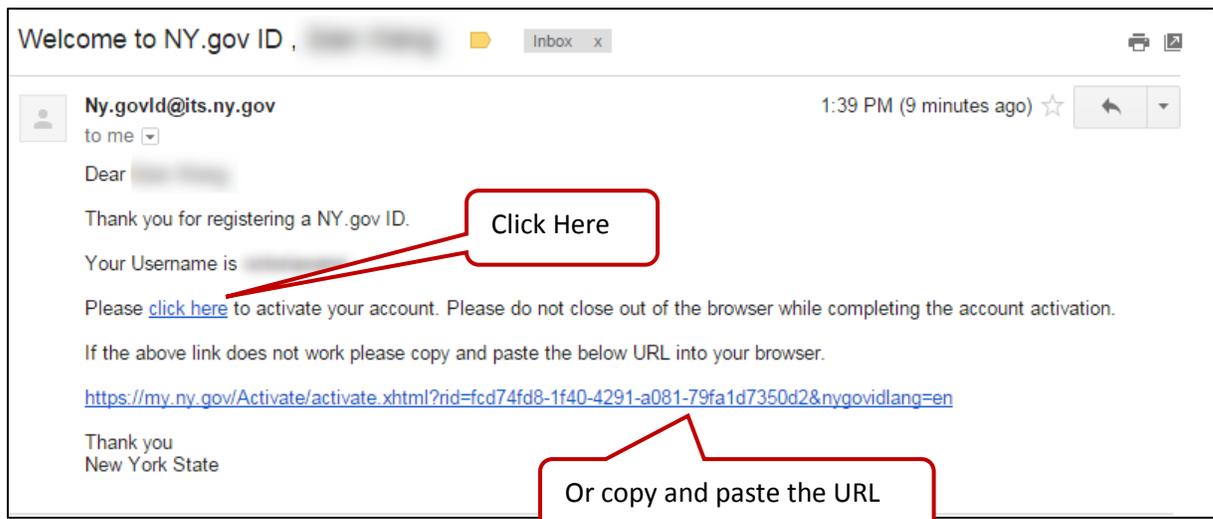
Click Here

Step 3 of 3

If you need further assistance: [Click here for agency assistance & contact info](#)

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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”.

The screenshot shows the My NY.gov Online Services header with a search bar and navigation icons. Below the header is a sidebar with 'NY.gov ID' links: Online Services, FAQs, About NY.gov ID, Privacy Policy, and Terms of Service. The main content area is titled 'NY.gov ID Activation' and contains the text: 'You have successfully saved your secret questions and answers. Please click the below Continue button to set your new password.' A 'Continue' button is centered below the text. A red callout box with a white background and black border points to the 'Continue' button, containing the text 'Click on “Continue”'. At the bottom of the page, there is a footer with copyright information: 'Copyright © 2014 - New York State Office of Information Technology Services (ITS) Build: 09/30/2015 1:31 PM W: 082P A: 083PB_3' and a 'Contact Us' link.

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

The screenshot shows the My NY.gov Online Services header with a search bar and navigation icons. Below the header is a sidebar with 'NY.gov ID' links: Online Services, FAQs, About NY.gov ID, Privacy Policy, and Terms of Service. The main content area is titled 'Password Change Request' and contains the text: '██████████, please change your current password before continuing.' Below the text are two input fields: 'New Password*' and 'Confirm New Password*'. The 'New Password*' field has a tooltip that says 'Minimum 8 characters with at least 3 letters and 1 number.' Below the input fields are two buttons: 'Set Password' and 'Clear this form'. A red callout box with a white background and black border points to the 'Set Password' button, containing the text 'Click on “Set Password”'. At the bottom of the page, there is a footer with copyright information: 'Copyright © 2013 New York State Office of Information Technology Services (ITS) Build: 12/19/2013 3:33 PM' and a 'Contact Us' link.

11. Confirmation that your password is set.

The screenshot shows the My NY.gov Online Services website. The header includes a search bar for "all of NY.gov" and the text "My NY.gov Online Services" with "State Agencies" below it. A navigation menu on the left lists "Online Services", "FAQs", "About NY.gov ID", "Privacy Policy", and "Terms of Service", followed by "Help Desk Information" and a link to "List of Agency and Online Services Help Desk Information". The main content area is titled "Password Change Information" and displays a confirmation message: "your new password has been set. Use this new password the next time you log into your account." A "CONTINUE" button is centered below the message. A red callout box with a pointer to the button contains the text "Click on 'Continue'". The footer contains copyright information for 2013 and a "Contact Us" link.

12. Continue the enrollment process.

The screenshot shows the My NY.gov Online Services website. The header is identical to the previous screenshot. The navigation menu on the left is also identical. The main content area is titled "NY.gov ID ACTIVATION" and displays a confirmation message: "You have successfully activated your NY.gov ID! Please click on one of the buttons below." Two buttons are visible: "Continue to Enrollment" and "Go to MyNy". The "Continue to Enrollment" button is highlighted with a red callout box containing the text "Click on 'Continue to Enrollment'". The footer contains copyright information for 2012 and a "Contact Us" link.

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

The screenshot shows the 'My NY.gov Online Services' page. At the top right, there is a search bar for 'all of NY.gov' and the text 'State Agencies'. The main header reads 'My NY.gov Online Services'. On the left, there is a 'NY.gov ID' menu with options: 'My NY.gov ID', 'Update My Account', 'Change Password', 'About NY.gov ID', and 'FAQs'. Below this is 'Help Desk Information' with a link to 'List of Agency and Online Services Help Desk Information'. The main content area is titled 'APPLICATION ENROLLMENT' and contains the text 'You can self-enroll in the following apps:'. Below this, there is a list of apps with a link to 'Statewide Learning Management System - SLMS' and a green 'Enroll' link. A red callout box with a pointer to the 'Enroll' link contains the text 'Click on "Enroll"'. At the bottom, there is a footer with copyright information and a 'Contact Us' link.

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

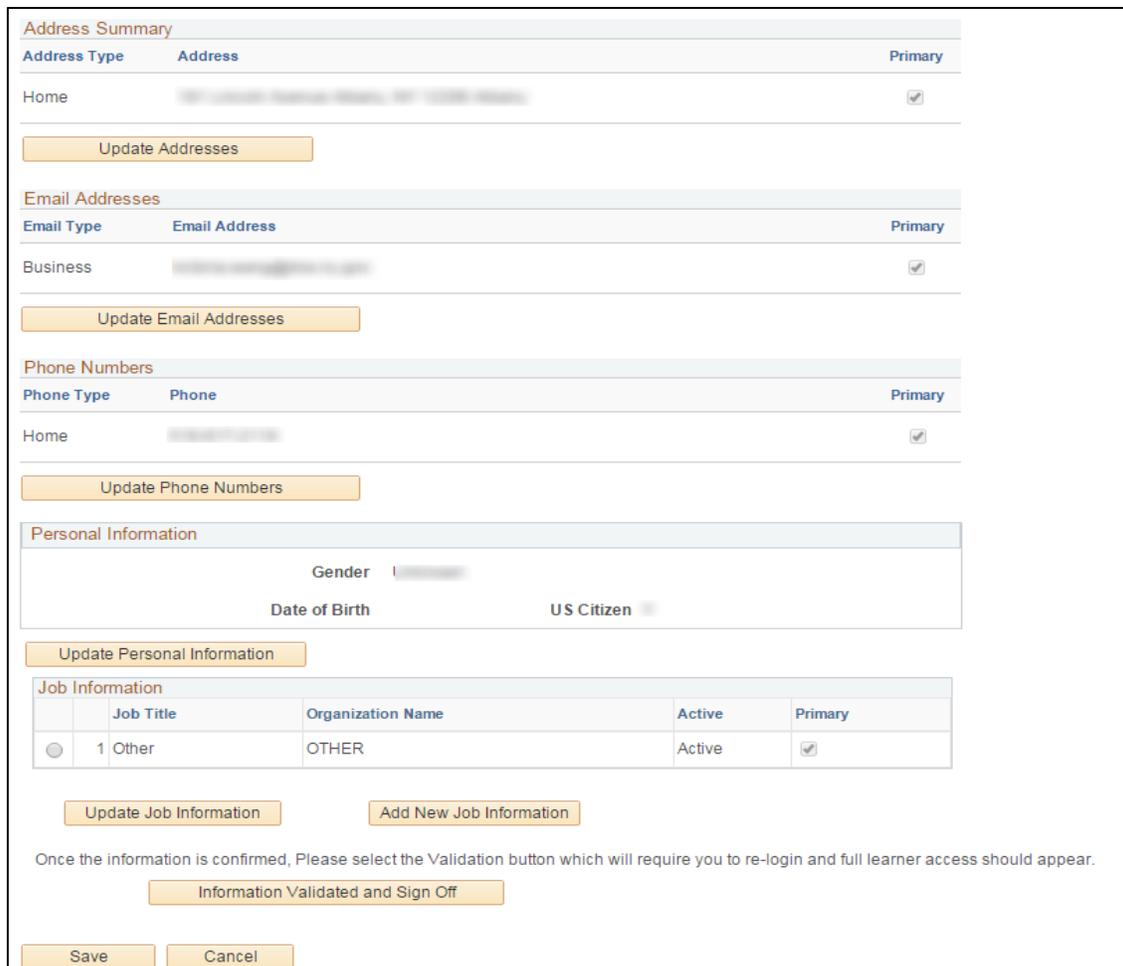
The screenshot shows the 'Statewide Learning Management System' interface. At the top, there are 'Favorites' and 'Main Menu' dropdowns. The header includes the system logo and name, and links for 'Home', 'Add to Favorites', and 'Sign out'. Below the header, there is a 'Personalize Content | Layout' link. The main content area features a 'Self Service Externals' section with a refresh and settings icon. Inside this section, there is a link for 'Personal Information Home' with a sub-link 'Review personal information such as name, address, job information.' A red callout box with a pointer to this link contains the text 'Click on "Personal Information Home"'. The bottom of the page is empty.

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

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.



- 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.

A screenshot of the SLMS profile screen. It is divided into several sections: "Address Summary", "Email Addresses", "Phone Numbers", "Personal Information", and "Job Information". Each section has a table of data and a corresponding "Update" button. The "Job Information" section includes a table with columns for Job Title, Organization Name, Active, and Primary. At the bottom, there are "Save" and "Cancel" buttons, and a note about validation and sign-off.

Address Summary			
Address Type	Address	Primary	
Home	[Redacted]	<input checked="" type="checkbox"/>	

Email Addresses			
Email Type	Email Address	Primary	
Business	[Redacted]	<input checked="" type="checkbox"/>	

Phone Numbers			
Phone Type	Phone	Primary	
Home	[Redacted]	<input checked="" type="checkbox"/>	

Personal Information			
Gender	[Redacted]		
Date of Birth	[Redacted]	US Citizen	<input type="checkbox"/>

Job Information				
	Job Title	Organization Name	Active	Primary
<input checked="" type="radio"/>	1 Other	OTHER	Active	<input checked="" type="checkbox"/>

*****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.

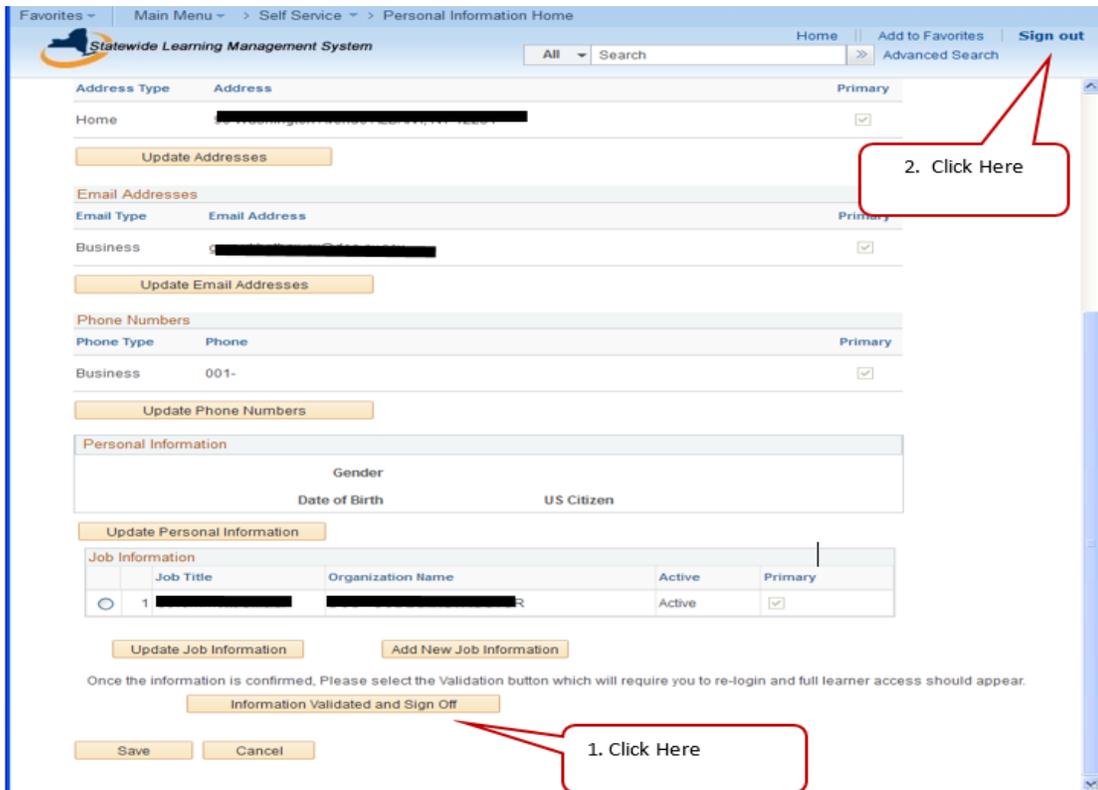
(Please note: Once you click on the “INFORMATION VALIDATED AND SIGN OFF” button, you **CANNOT UPDATE** your existing job information any more even if you log into your account after the account creation. But you can always add new job information when you log into your account later.)

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*.

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: www.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.

Please login after reading the Acceptable Use Policy below

NY.gov ID

Username:

Password:

Sign In

Forgot your Username or Password ?
[NY.gov ID - Terms of Service](#)

[Agency Assistance & Contact Information](#)

ACCEPTABLE USE POLICY FOR USERS OF NY.gov

This application uses the New York State (hereinafter State) Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies or terms of service implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business with the State or its agencies and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes;
2. You are responsible for acquiring and safeguarding your own user ID and password used to access this application;
3. You shall be responsible for any activity attributable to the use of your account whether by you or any other person;
4. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof;
5. You shall comply with all applicable confidentiality and security requirements as set forth in any applicable acceptable use policies or terms of service implemented through this application directly or by NYeNet Participating Organizations, and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission;
6. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations;
7. You shall not use this application for any fraudulent or illegal purpose, including, but not limited to, the transmission of obscene or harassing materials; and
8. You must report any abuse or misuse of this application to ITS and you shall cooperate fully in any investigation into any such abuse or misuse.

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."

Statewide Learning Management System

Learning Search Advanced Search

Welcome, [user name]

Quick Links

- Find Learning
- My Learning
- Certifications
- Learning Plans
- Supplemental Learning

Self Service Externals

- Personal Information Home
Review personal information such as name, address, job information.

SLMS Updates

SLMS will be down for two days on November 5-6, 2015. This downtime is necessary in order to finish critical tasks related to the upgrade currently in process. Please plan your training accordingly around these dates. The application should be back online by November 7, barring any complications. If you have any questions, please contact the SLMS Help Desk.

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.”**

The screenshot shows the 'My Learning' dashboard with a table of training records. The table has columns for Title, My Ratings, Type, Print Certificate, Status, Date, Launch, and Action. The first row is 'ICC Final Hearings - Fall' with a status of 'Completed' and a date of '09/30/2015'. A 'Print Certificate' button is visible next to each row. The 'Date' column is circled, and a callout points to the 'Print Certificate' button. Another callout points to the 'Next Page' arrow in the top right corner of the table. A third callout points to the 'Number of records' (1-100 of 161) in the top right corner.

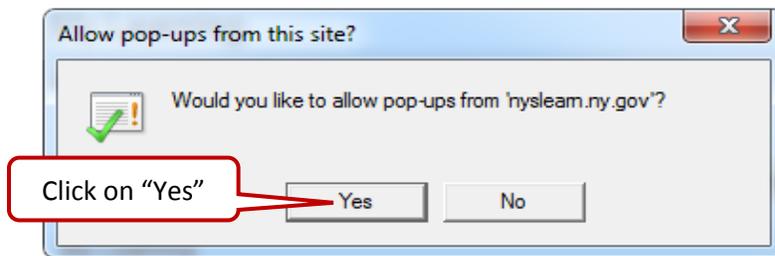
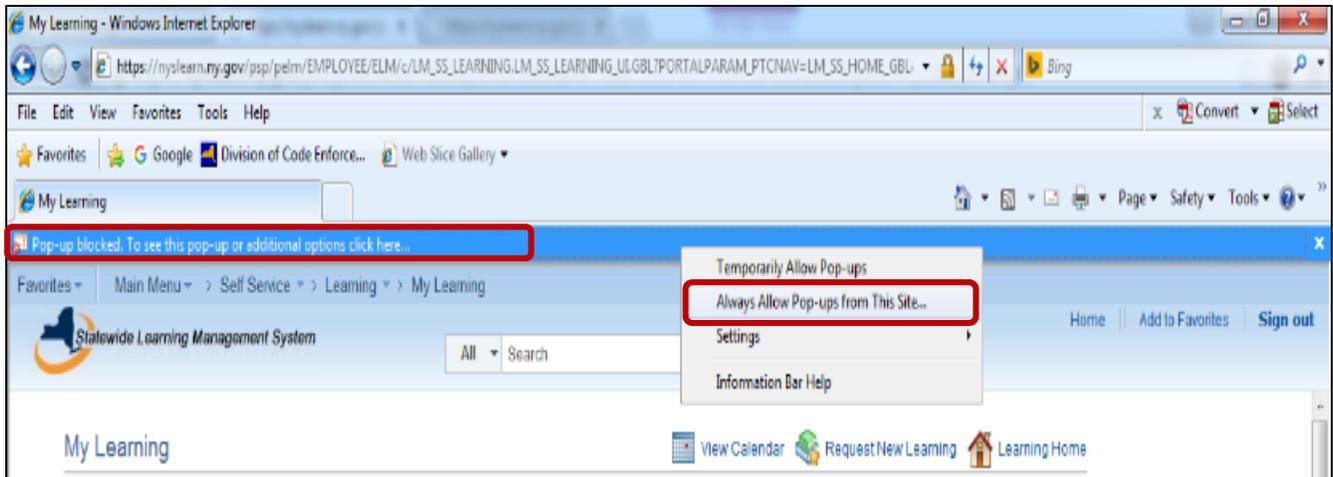
Title	My Ratings	Type	Print Certificate	Status	Date	Launch	Action
ICC Final Hearings - Fall			Print Certificate	Completed	09/30/2015		Review
Carbon Monoxide Requirements in Commercial Buildings			Print Certificate	Completed	06/2		
Wood Frame Wall Bracing in the 2015 IRC	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	06/1		
NEW YORK STATE FIRE PREVENTION AND BUILDING CODE COUNCIL	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	05/15/2015		Review
ICC Final Hearings - Spring	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	04/28/2015		Review
Determination of Stories Above Grade in Elevated One- and Two-Family Dwellings	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	02/18/2015		Review
MOLD, WATER AND BUILDING CODE	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	02/17/2015		Review
2014 Commercial Energy Code Update	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	02/17/2015		Review
Estimating the Effects of Energy Conservation on Temperature and Humidity in Buildings	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	02/17/2015		Review
Division of Building Standards and Codes Update	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	02/16/2015		Review
2015 Training Regulations	★★★★★	*Instructor-Led Classroom	Print Certificate	Completed	02/16/2015		Review

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

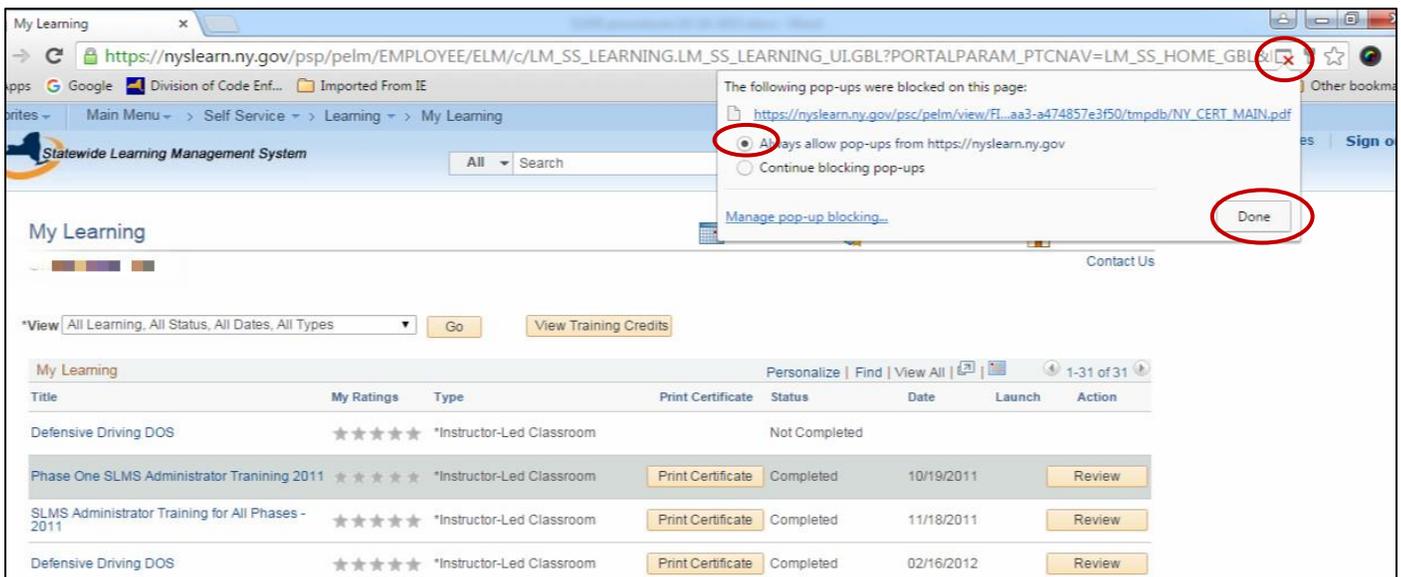
The screenshot shows a certificate from the State of New York, Department of State, Division of Building Standards and Codes. The certificate is for 'ICC Final Hearings - Fall' and is dated 9/30/15. It features a signature and the logos of the Department of State and the NYS Building Standards and Codes. At the bottom, there is a 'Print file (Ctrl+P)' button with a printer icon circled in red. A callout points to this button.

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

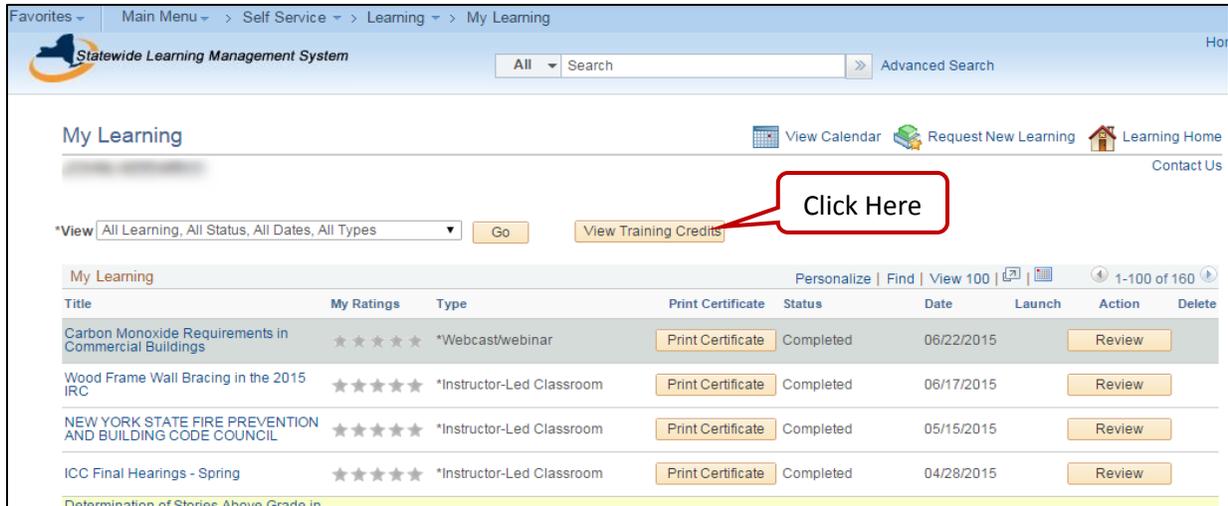
Please note: If you use the **Internet Explorer (IE)** as your default browser, you may see “block pop-ups” on the upper side of the webpage. Click on the “Pop-up blocked. To see this pop-up or additional options, click here”, and select “Always allow pop-ups from this site”. A message box will appear.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



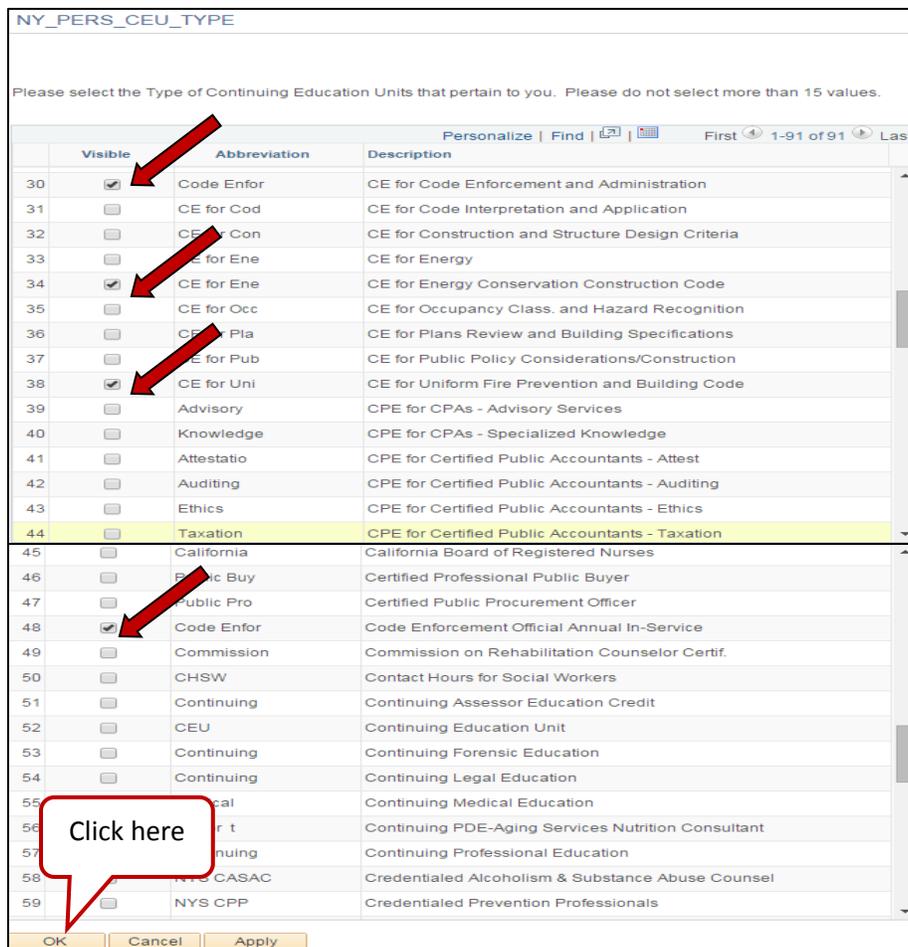
21. Click on “**View Training Credits**” to see the number of in-service hours for each course you completed and to find out how many hours you obtained in the required topic areas.



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 Temperature and Humidity 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.