

Registering for a NYS OEM Course:

Enrolling into a course

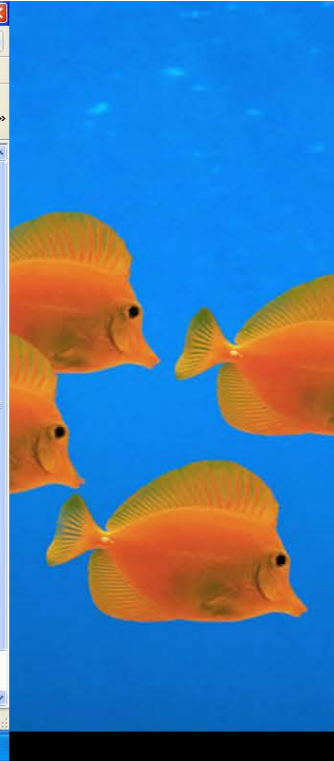
Step 1:

Once you have logged into SLMS you will arrive at the home screen. Go to the Search Catalog Tab. Click on the link.

The screenshot shows the SLMS home page with the following sections:

- My Learning**
 - My Learning**: View a summary of your learning activities, certification status, and objectives.
 - All Learning**: View your enrollment record, progress status, and schedule using selected filter options.
 - Certification Status**: View the status of completed certifications.
 - Search Catalog**: Search the learning catalog by title description or other selection criteria. (This link is circled in blue and pointed to by a red arrow.)
 - Browse Catalog**: Browse the learning catalog using subject-based categories and subcategories.
 - Supplemental Learning**: Request credit for learning completed outside the learning catalog.
- Self Service Externals**
 - Personal Information Home**: Review personal information such as name, address, job information.

The browser's address bar shows the URL: <https://nyslearn.ny.gov/pebn/EMPLOYEE/ELM/fn/?tab=DEFAULT>. The taskbar at the bottom shows several open applications, including 'Employee-fac...' and '1-800-Announc...'. The system clock shows 10:15 AM.



Step 2:

You will come to the screen below. In the Search the Catalog box type in the course you would like to take. For example: Type in ICS 300. Once you have typed in your course click Search Activities. This will bring up all the courses in the state that are being offered including the one you are looking for. For example: ICS 300 will show all the courses being offered in the state. Now in order to determine which course you would like to take you will need to look at the "Activity starts on date ____." The course date is located on your announcement so either have the announcement when you register or make sure you know the date of the course.

The screenshot shows the Statewide Learning Management System Search Catalog interface. The search box contains the text "ICS 300" and the "Search Activities" button is highlighted with a red arrow. The search results show "I-300 Intermediate ICS For Expanding Incidents (E04-11-0300)" with an "Enroll" link. A second red arrow points to the text "This activity Starts on 08/18/2012".

Search Catalog

Basic Search

Select Search Category: [Activities](#) | [Catalog Items](#) | [Programs](#) | [All](#)

Search the Catalog:

Advanced Search | Browse Catalog | Request New Learning | Search Tips | Preferences

Search Results: Previous Next

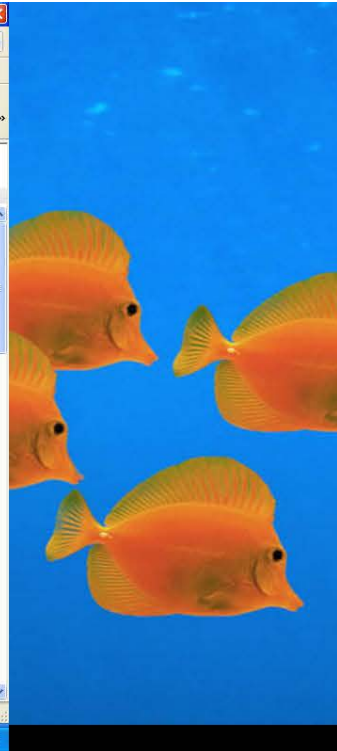
Results 1 - 8 of 8 for ICS 300

[I-300 Intermediate ICS For Expanding Incidents \(E04-11-0300\)](#) *Instructor-Led Classroom [Enroll](#)

I-300 Intermediate ICS For Expanding Incidents

This activity Starts on 08/18/2012

[I-300 Intermediate ICS For Expanding Incidents \(E04-11-0300\)](#) *Instructor-Led Classroom [Enroll](#)



Step 3:

Once you have found the course you are looking for you will click on the enroll link.

Search Catalog - Windows Internet Explorer
https://nyslearn.ny.gov/psp/belml/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_SEARCH.GBL?PORTALPARAM_PTCNAV=LM_SS_TRANS_SRCH_GBL&EOPP_SCNode=...

Statewide Learning Management System

Favorites | Main Menu > Self Service > Learning > Search Catalog

I-300 Intermediate ICS For Expanding Incidents (E04- *Instructor-Led Classroom 11-0300) [Enroll](#)

I-300 Intermediate ICS For Expanding Incidents

This activity Starts on 07/11/2012

I-300 Intermediate ICS For Expanding Incidents (E04- *Instructor-Led Classroom 11-0300) [Enroll](#)

I-300 Intermediate ICS For Expanding Incidents

This activity Starts on 08/13/2012 in [Clarence Center Fire Department](#)

I-300 Intermediate ICS For Expanding Incidents (E04- *Instructor-Led Classroom 11-0300) [Enroll](#)

I-300 Intermediate ICS For Expanding Incidents

This activity Starts on 08/14/2012

I-300 Intermediate ICS For Expanding Incidents (E04- *Instructor-Led Classroom 11-0300) [Enroll](#)

Internet 100% 10:27 AM

Step 4:

The screen below will come up and tell you what is expected of from the course. To enroll scroll down to the bottom of the page until you see the enroll button.

Search Catalog - Windows Internet Explorer
https://nyslearn.ny.gov/psp/belml/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_SEARCH.GBL?PORTALPARAM_PTCNAV=LM_SS_TRANS_SRCH_GBL&EOPP_SCNode=...

Statewide Learning Management System

Favorites | Main Menu > Self Service > Learning > Search Catalog

Activity Details

I-300 Intermediate ICS For Expanding Incidents

You can view further details about the Activity by selecting the various links. You can enroll in the activity by selecting the Enroll button or add the activity to your Learning Plan by selecting the Add to Plan button.

Activity Name:	I-300 Intermediate ICS For Expanding Incidents	Type:	*Instructor-Led Classroom
Activity Code:	04-11-0300-01-01-46-12007	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Start Date:	08/13/2012	End Date:	08/29/2012
Last Enrollment Date:	08/06/2012	Last Drop Date:	--
Available Seats:	--	Available Waitlist:	30
Language:	English	Duration:	27 Hrs

Overview [Objectives list](#) [Schedule](#) [Prerequisites](#) [Notes and Attachments](#)

Description:
I-300 Intermediate ICS For Expanding Incidents

Activity Syllabus
To receive credit for this activity you must complete all required tasks.

1 Evenings

Internet 100% 10:31 AM

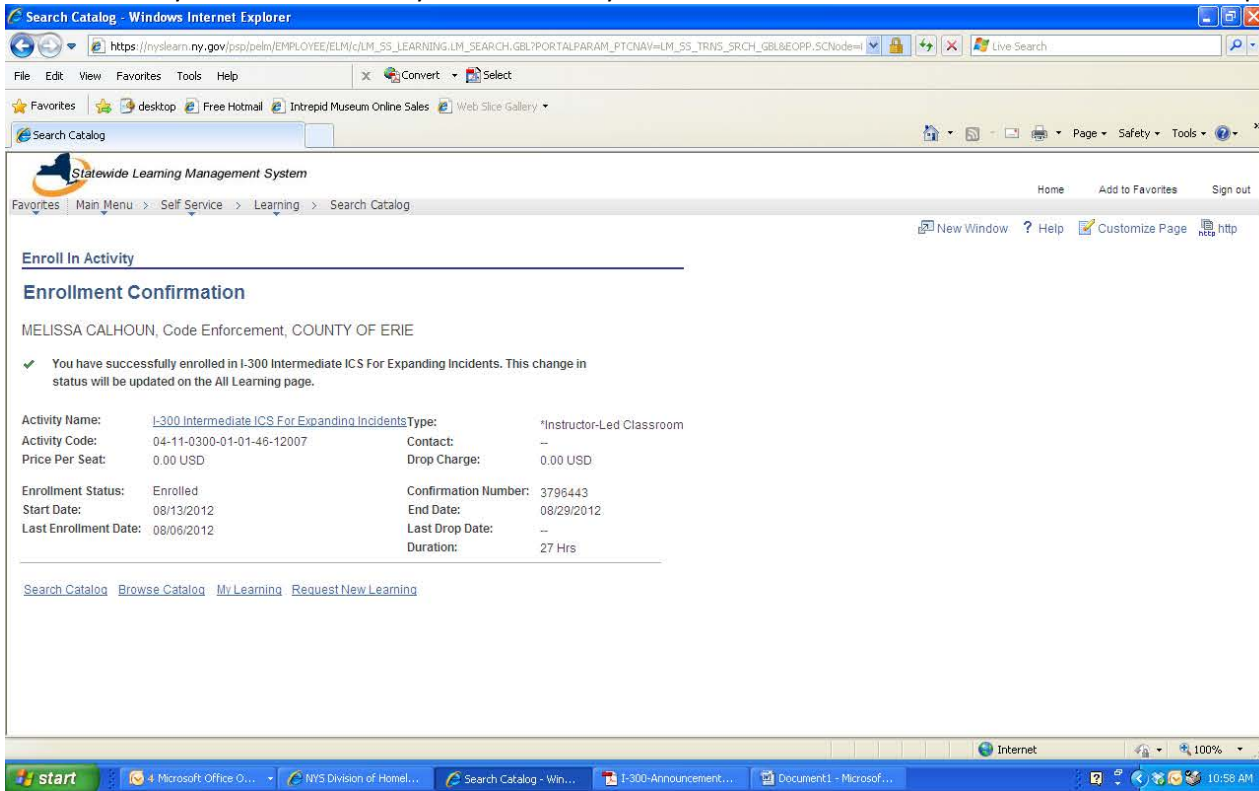
At the bottom of page you will see a button to enroll. Click on that button.

The screenshot shows the Statewide Learning Management System interface in Internet Explorer. The page displays search results for a course titled "I-300 Intermediate ICS For Expanding Incidents". The course details include: Last Enrollment Date: 08/06/2012, Last Drop Date: --, Available Seats: --, Available Waitlist: 30, Language: English, and Duration: 27 Hrs. Below the course details, there are tabs for Overview, Objectives Met, Schedule, Prerequisites, and Notes and Attachments. The Description section states: "I-300 Intermediate ICS For Expanding Incidents". The Activity Syllabus section indicates that to receive credit, all required tasks must be completed. A list of tasks is shown, with "1 Evenings" and "Required Sessions" listed. A red arrow points to the "Enroll" button located below the task list. Other buttons include "Add To Plan". At the bottom of the page, there are links for "Return to Previous Page", "Browse Catalog", "Search Catalog", and "Contact Us". The Windows taskbar at the bottom shows several open applications, including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and Internet Explorer.

After you click on the button this screen will come up, click on the submit enrollment button.

The screenshot shows the "Enroll In Activity" page in the Statewide Learning Management System. The page is titled "Review Information" and displays the following details for the course: MELISSA CALHOUN, Code Enforcement, COUNTY OF ERIE. The Activity Name is "I-300 Intermediate ICS For Expanding Incidents", the Activity Code is "04-11-0300-01-01-46-12007", and the Price Per Seat is "0.00 USD". The Start Date is "08/13/2012", the Last Enrollment Date is "08/06/2012", and the Language is "English". The End Date is "08/29/2012", the Last Drop Date is "--", and the Available Waitlist is "30". The Duration is "27 Hrs". A red arrow points to the "Submit Enrollment" button located at the bottom of the page. Other buttons include "Search Catalog" and "Browse Catalog". The Windows taskbar at the bottom shows the same set of applications as the previous screenshot.

You will know you have successfully enrolled once you have clicked the button because this screen will appear.



The screenshot shows a Windows Internet Explorer browser window displaying the Statewide Learning Management System. The page title is "Enroll In Activity" and the main heading is "Enrollment Confirmation". The user is identified as MELISSA CALHOUN, Code Enforcement, COUNTY OF ERIE. A green checkmark icon indicates successful enrollment. The course details are as follows:

Activity Name:	I-300 Intermediate ICS For Expanding Incidents	Type:	*Instructor-Led Classroom
Activity Code:	04-11-0300-01-01-46-12007	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Enrolled	Confirmation Number:	3796443
Start Date:	08/13/2012	End Date:	08/29/2012
Last Enrollment Date:	08/06/2012	Last Drop Date:	--
		Duration:	27 Hrs

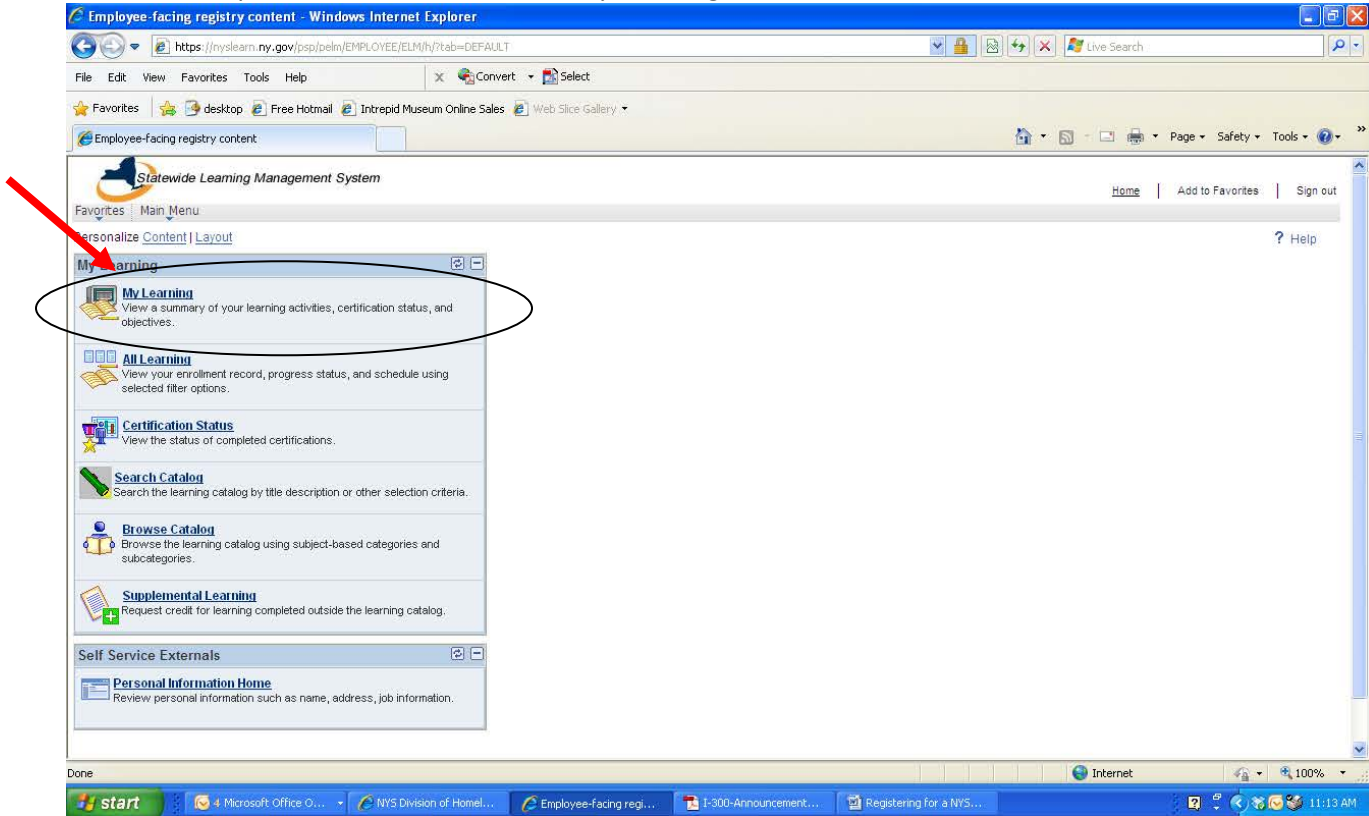
At the bottom of the page, there are links for "Search Catalog", "Browse Catalog", "My Learning", and "Request New Learning". The browser's taskbar shows several open applications, including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and a document in Microsoft Word. The system clock shows 10:58 AM on 8/6/2012.

In addition to this screen you will also get an email confirming your registration into the course.

Dropping from a course

Step 1:

In order to drop from a course click on the My Learning link.



Step 2:

It will bring you to the screen below. This screen will show you all the courses you are registered for. Find the course you want to drop. Then click on the Drop button.

The screenshot shows the 'My Learning' page of the Statewide Learning Management System. It features a search bar and a table of learning activities. The table has columns for Title, Type, Status, Date, and Action. The first row is circled in red, and a red arrow points to the 'Drop' button in the Action column.

Title	Type	Status	Date	Action
I-300 Intermediate ICS For Expanding Incidents	*Instructor-Led Classroom	Enrolled	07/10/2012	Drop
FIRE MULTITASKING AND RESOURCE MANAGEMENT	DHSES - FT Staff	Completed	08/25/2011	

Step 3:

This screen will come up click on the Drop button.

The screenshot shows the 'Drop Activity' confirmation screen. It displays the user's name (MELISSA CALHOUN), the activity name, and various details like activity code, price per seat, enrollment status, and dates. At the bottom, there are 'Drop' and 'Cancel' buttons. A red arrow points to the 'Drop' button.

Drop Activity

Review Information

MELISSA CALHOUN, Code Enforcement, COUNTY OF ERIE

Are you sure you want to drop this activity?

Confirmation Number: 3796443

Activity Name: I-300 Intermediate ICS For Expanding Incidents Type: *Instructor-Led Classroom

Activity Code: 04-11-0300-01-01-46-12007 Contact: --

Price Per Seat: 0.00 USD Drop Charge: 0.00 USD

Enrollment Status: Enrolled Confirmation Number: 3796443

Start Date: 08/13/2012 End Date: 08/29/2012

Last Enrollment Date: 08/08/2012 Last Drop Date: --

Duration: 27 Hrs

Drop Cancel

After you have clicked on the button this screen will appear stating that you have successfully been dropped from the course.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Statewide Learning Management System' website. The page title is 'Drop Activity' and the main heading is 'Drop Confirmation'. The user is identified as MELISSA CALHOUN, Code Enforcement, COUNTY OF ERIE. A green checkmark indicates that the user has successfully dropped the activity. Below this, a table provides details about the course:

Activity Name:	I-300 Intermediate ICS For Expanding Incidents	Type:	*Instructor-Led Classroom
Activity Code:	04-11-0300-01-01-46-12007	Contact:	--
Price Per Seat:	0.00 USD	Drop Charge:	0.00 USD
Enrollment Status:	Dropped	Confirmation Number:	3796443
Start Date:	08/13/2012	End Date:	08/29/2012
Last Enrollment Date:	08/06/2012	Last Drop Date:	--
		Duration:	27 Hrs

At the bottom of the page, there are links for 'Search Catalog', 'Browse Catalog', and 'My Learning'. The browser's taskbar at the bottom shows several open applications, including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and the current browser window. The system clock shows 11:19 AM.

In addition to this screen you will also get an email confirming your registration into the course.