

## Statewide Learning Management System (SLMS) Registration Instructions

All attendees must register using the **Governor's Office of Employee Relations' (GOER) Statewide Learning Management System (SLMS)** platform, which can be accessed here at <https://www.nyslearn.ny.gov/>.

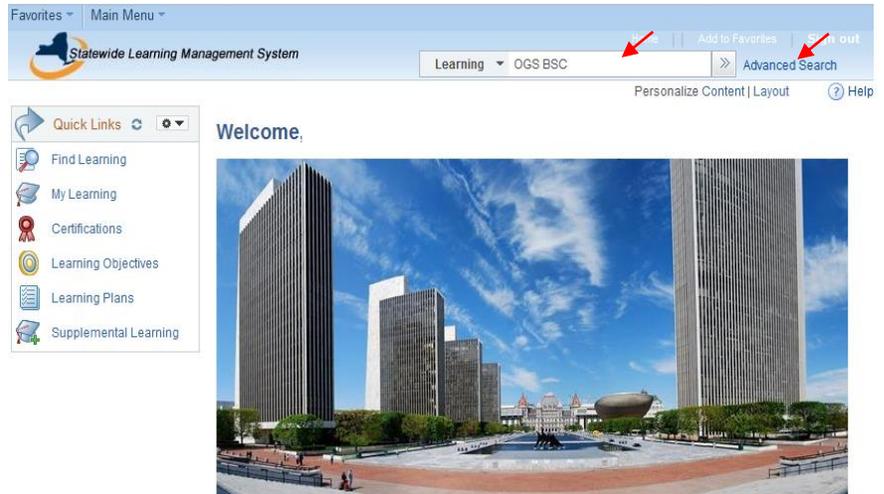
1) Type **BSC Travel** in the search box and select >>.

2) A listing of the BSC Travel & Expense trainings will appear. Scroll down until you see the class you wish to take then click

**Enroll Now**

3) Click **Submit Enrollment**. Your registration is now pending supervisor approval. You will receive an automated email from SLMS with your enrollment status and registration details.

4) The change in status will be updated on the **My Learning**  [My Learning](#) page.



---

## WebEx Instructions

Click on the WebEx link provided in the WebEx e-mail from the BSC Travel Training team. On the right hand side of the screen, you will be asked to enter your information. Please enter your name and e-mail address.

 **It's time to join!**

Your name:

Email address:

[\(Clear my information\)](#)

I would like to take a free WebEx trial (email required).

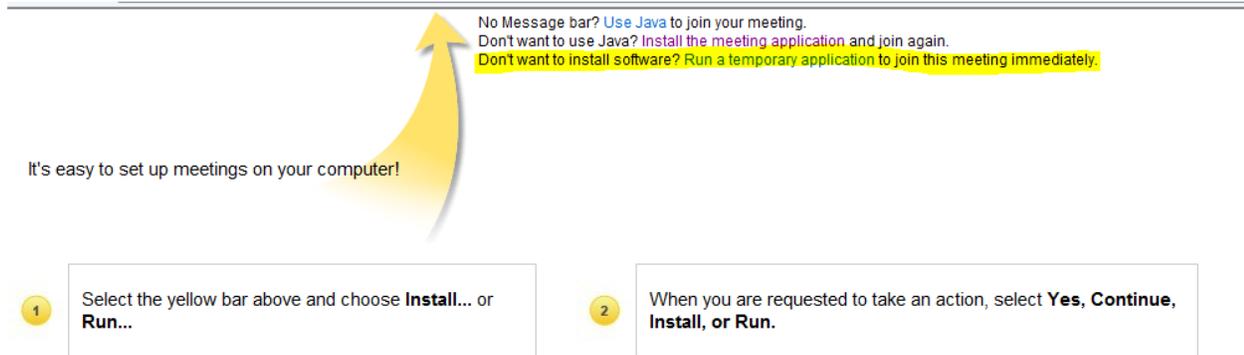
**Join**

Click **Join**.

After clicking **Join**, if the WebEx meeting automatically opens, proceed to **Step 5**.

If you do not have WebEx installed on your computer by ITS or your agencies' Administrator, you will get a pop-up box asking for your Administrator e-mail address and password. With this pop-up box, click **No**. See **Step 1**

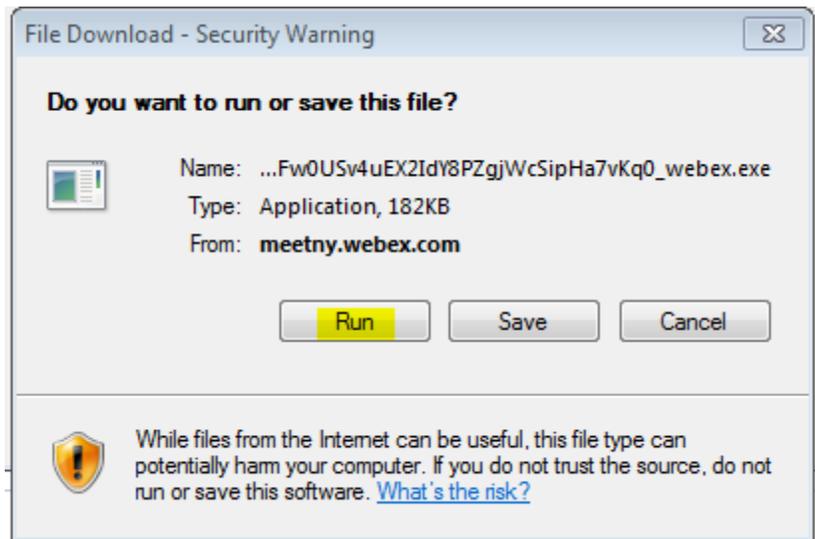
**Step 1:** Once you click **No**, it will bring you to the following screen:



From this screen, you want to click on **Run a temporary application** to join this meeting immediately (see highlight above).

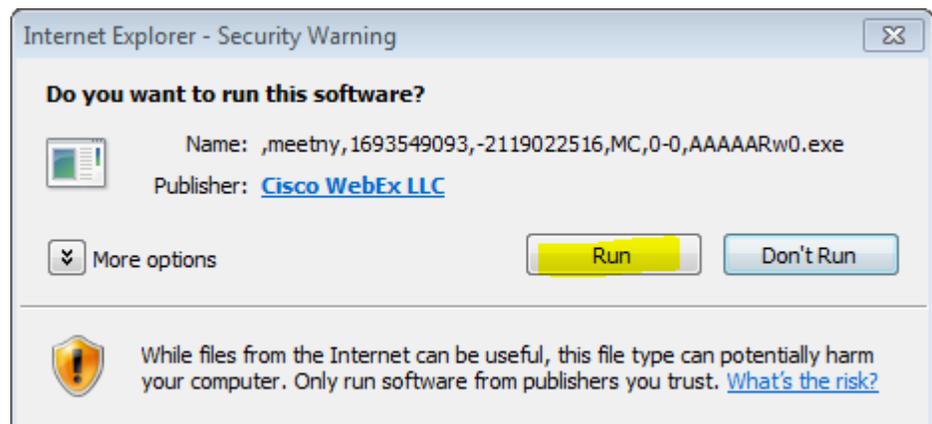
**Step 2:** After clicking **Run a temporary application**, you will receive a pop-up box **File Download – Security Warning**.

Click **Run** (see highlight).



**Step 3:** After clicking **Run** on the File Download – Security Warning pop-up box, you will receive another pop-up box – **Internet Explorer – Security Warning**.

Again, click **Run** (see highlight).



**Step 4:** After clicking **Run** on the Internet Explorer – Security Warning pop-up box, you will receive a pop-up indicating your meeting is downloading. The pop-up box will indicate **Preparing Meeting Center**.

**Step 5:** Once the meeting is downloaded, your screen will show you have entered the meeting (below is a partial screen shot of what your screen will look like).

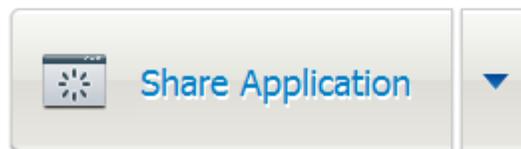


**Teleconference**

(Connected) ✓



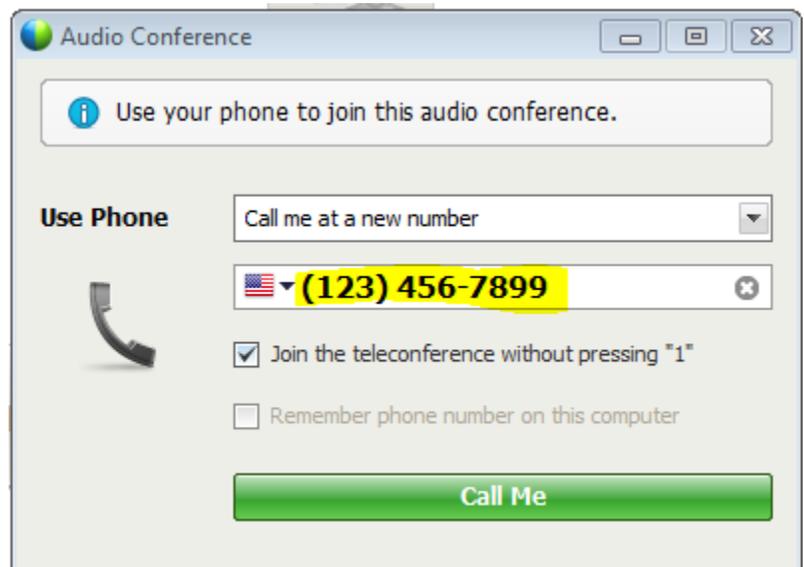
**Invite & Remind**



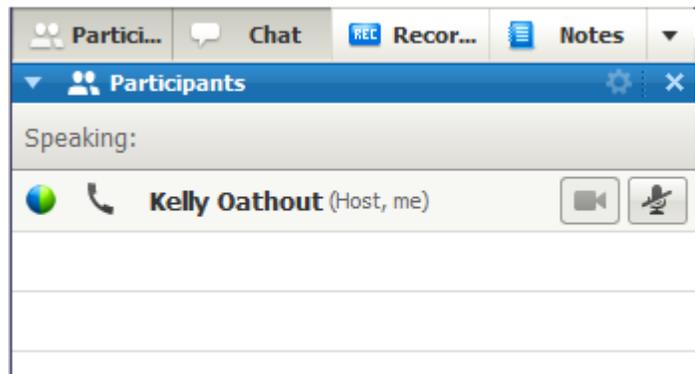
**\*\*Step 6:** An **Audio Conference** pop-up box will appear (on top of the screen shot above). On the line with the American flag, enter the phone number from the phone you are using to access the WebEx webinar.

**\*\*If you do not have a direct line to your desk, do not use this feature.**

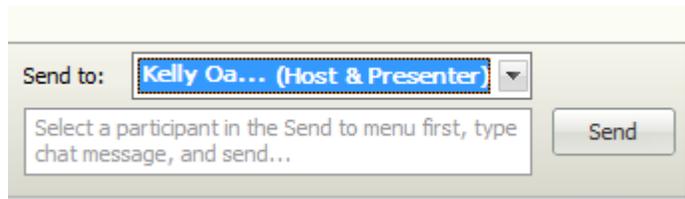
Click the green **Call Me** button.



**Step 7:** The WebEx meeting will call your phone immediately and you are now placed into the Webinar. You will see your name appear and it shows you have joined the call.

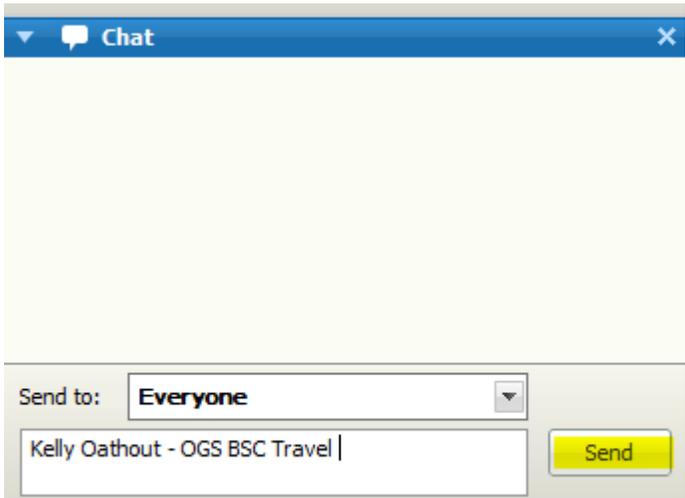


**Step 8:** In the **Chat** field, for the **Send to:** information, click the drop down arrow. Select **Host & Presenter** if you don't wish everyone on the Webinar to see your information.

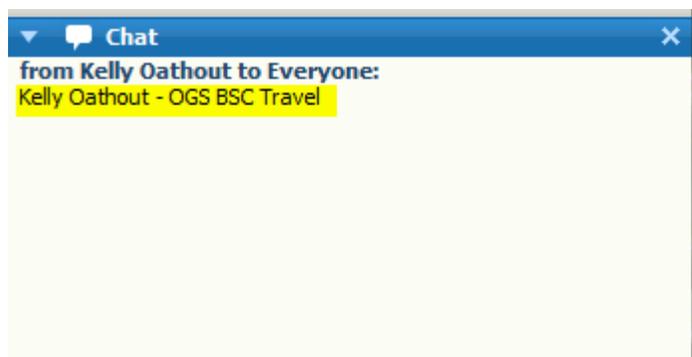


Enter your name, agency and email address in the **Chat** field.

Click **Send**.



**Step 9:** Your information will now appear in the **Chat** box. We will use this information as your **Registration Sign In**.



**NOTE:** If you do not have a NY.GOV ID, or if you have forgotten your NY.GOV user name or password, please contact your Agency IT Help Desk for assistance in setting up your account and resetting your NY.GOV ID and password. For all other issues, you may contact the SLMS Help Desk at 518-473-8087.