

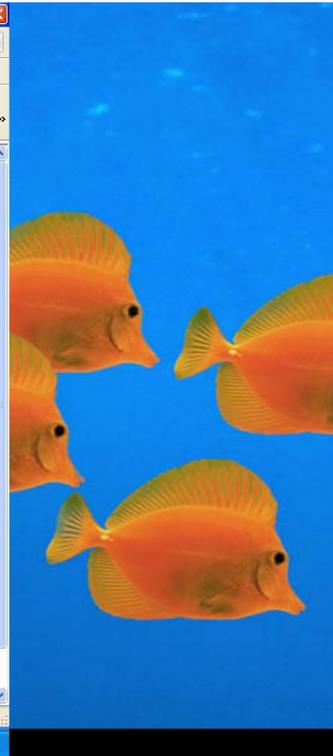
Registering for a NYS OFPC Course:

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 screen in Internet Explorer. The browser address bar displays the URL: <https://nyslearn.ny.gov/psp/peln/EMPLOYEE/ELM/fn?tab=DEFAULT>. The page title is "Employee-facing registry content". The main content area is titled "Statewide Learning Management System" and includes a navigation menu with "Home", "Add to Favorites", and "Sign out". Below the menu, there are several sections: "Personalize Content | Layout" with a "? Help" link; "My Learning" with sub-links for "My Learning", "All Learning", "Certification Status", "Search Catalog", "Browse Catalog", and "Supplemental Learning"; and "Self Service Externals" with a link for "Personal Information Home". The "Search Catalog" link is circled in blue, and a red arrow points to it from the left. The Windows taskbar at the bottom shows the Start button and several open applications, including "Contacts - Mic...", "Spa Services...", "RE: Training Co...", "ES Times - Mes...", "NYS Division of...", "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 a start date of "08/18/2012" highlighted by another red arrow.

Search Catalog - Windows Internet Explorer

https://nyslearn.ny.gov/psp/pelm/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_SEARCH.GBL/PORALPARAM_PTCNAV+LM_SS_TRNS_SRCH_GBL&EOPP_SCNode=...

File Edit View Favorites Tools Help

Search Catalog

Statewide Learning Management System

Home Add to Favorites Sign out

Search Catalog

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](#)

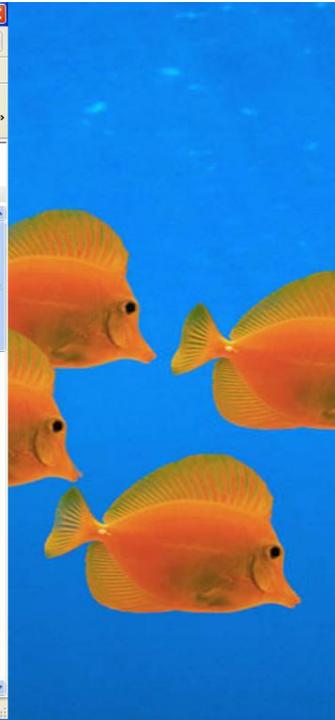
I-300 Intermediate ICS For Expanding Incidents

This activity Starts on 08/18/2012

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

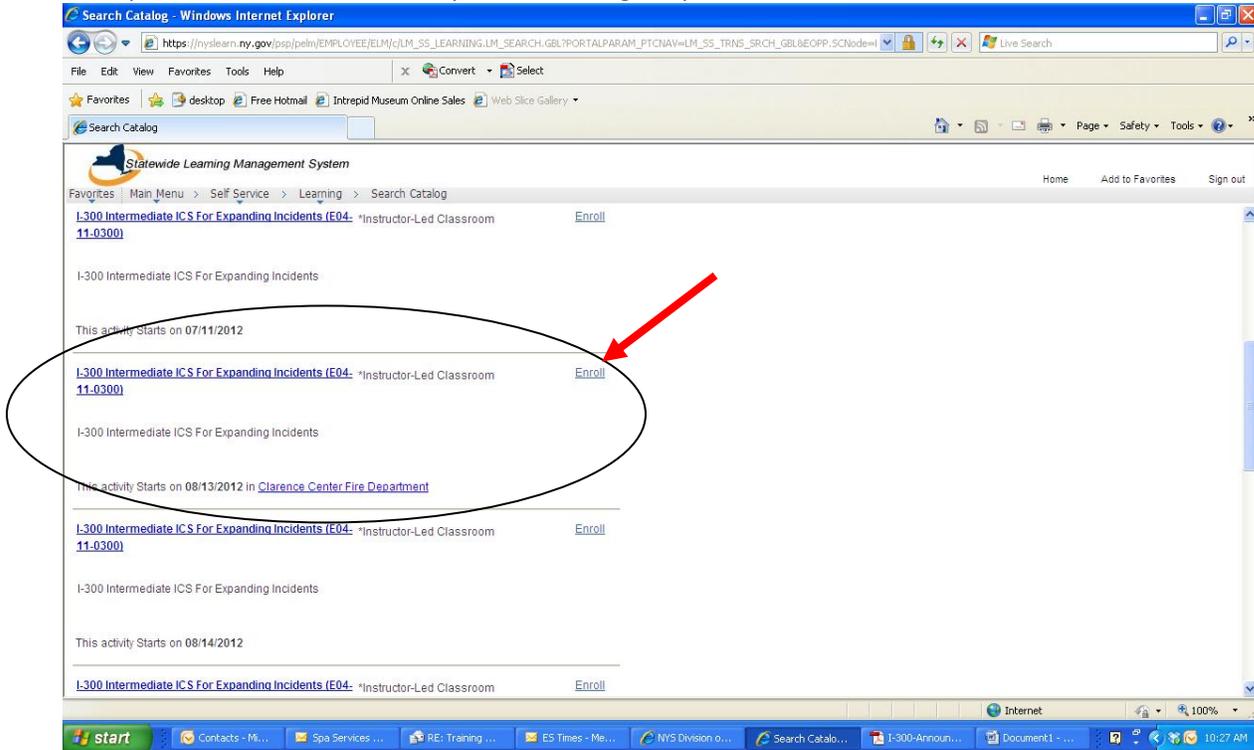
javascript:Action_win0(document.win0,LM_CAT_UI_WRK_LM_SRCH_TIPS', 0, 0, 'Search Tips', false, true);

start Contacts - M... Spa Services ... RE: Training ... ES Times - M... NYS Division ... Search Catal... I-300-Annou... Document1 - ... 10:20 AM



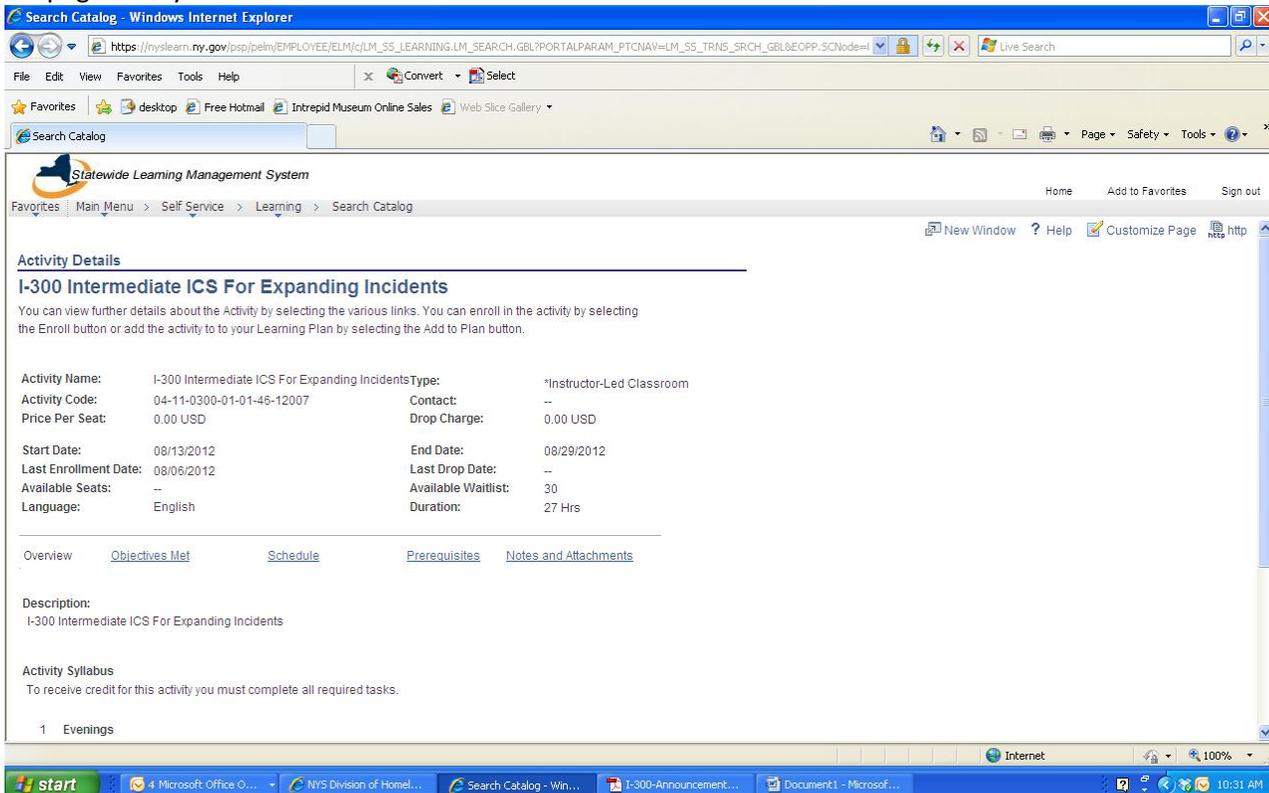
Step 3:

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



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.



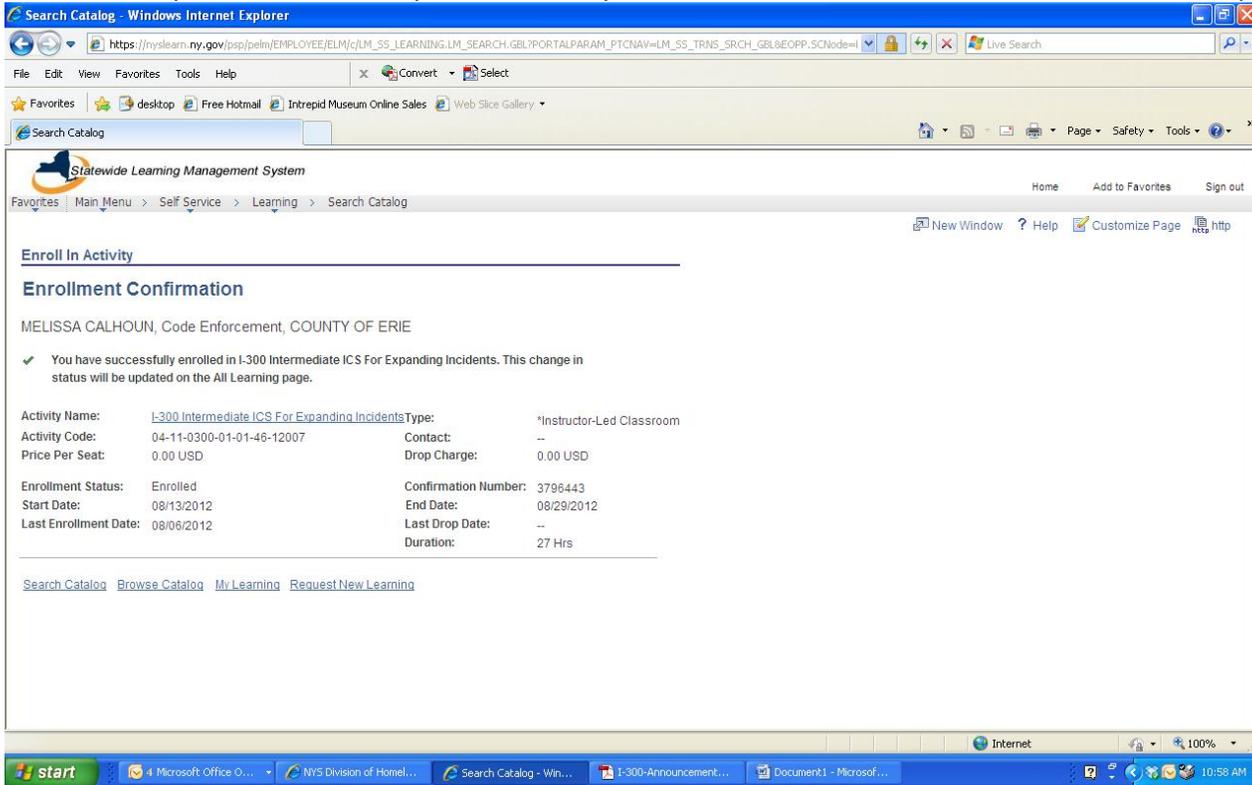
At the bottom of page you will see a button to enroll. Click on that button.

The screenshot shows a web browser window displaying the Statewide Learning Management System search catalog. The page title is "Search Catalog - Windows Internet Explorer". The URL is "https://nyslearn.ny.gov/psp/pelm/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_SEARCH.GBL?PORTALPARAM_PTCNAV=LM_SS_TRNS_SRCH_GBL&EOPP_SCNode=...". The page content includes a navigation menu with "Home", "Add to Favorites", and "Sign out". Below the navigation menu, there are tabs for "Overview", "Objectives Met", "Schedule", "Prerequisites", and "Notes and Attachments". The "Description" section reads "I-300 Intermediate ICS For Expanding Incidents". The "Activity Syllabus" section states "To receive credit for this activity you must complete all required tasks." and lists "1 Evenings" with "Required Sessions". At the bottom of the syllabus section, there are two buttons: "Enroll" and "Add To Plan". A red arrow points to the "Enroll" button. The browser's taskbar shows several open applications, including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and a document titled "Document1 - Microsoft...". The system clock shows 10:36 AM.

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 title is "Search Catalog - Windows Internet Explorer". The URL is "https://nyslearn.ny.gov/psp/pelm/EMPLOYEE/ELM/c/LM_SS_LEARNING.LM_SEARCH.GBL?PORTALPARAM_PTCNAV=LM_SS_TRNS_SRCH_GBL&EOPP_SCNode=...". The page content includes a navigation menu with "Home", "Add to Favorites", and "Sign out". Below the navigation menu, there are tabs for "New Window", "? Help", "Customize Page", and "http". The "Enroll In Activity" section is titled "Review Information" and displays the following details for the activity "I-300 Intermediate ICS For Expanding Incidents":
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: 08/13/2012 Last Drop Date: --
Available Seats: 30 Available Waitlist: 30
Language: English Duration: 27 Hrs
At the bottom of the page, there are three buttons: "Submit Enrollment", "Search Catalog", and "Browse Catalog". A red arrow points to the "Submit Enrollment" button. The browser's taskbar shows several open applications, including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and a document titled "Document1 - Microsoft...". The system clock shows 10:55 AM.

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



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.

The screenshot shows a Windows Internet Explorer browser window displaying the Statewide Learning Management System. The address bar shows the URL: <https://myslearn.ny.gov/psp/peln/EMPLOYEE/ELM/h/?tab=DEFAULT>. The page title is "Employee-facing registry content". The main content area features a sidebar with several links: "My Learning" (circled in black and pointed to by a red arrow), "All Learning", "Certification Status", "Search Catalog", "Browse Catalog", "Supplemental Learning", and "Self Service Externals". The "My Learning" link is described as "View a summary of your learning activities, certification status, and objectives." The browser's taskbar at the bottom shows several open applications, including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and Employee-Facing registry content.

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 in a Windows Internet Explorer browser. The page title is 'Statewide Learning Management System'. The breadcrumb navigation is 'Favorites | Main Menu > Self Service > Learning > My Learning'. The main heading is 'My Learning'. Below the heading is a search bar and a table of learning activities. The table has columns for 'Title', 'Type', 'Status', 'Date', and 'Action'. The first row is 'I-300 Intermediate ICS For Expanding Incidents' with status 'Enrolled' and date '07/10/2012'. The 'Action' column for this row contains a 'Drop' button, which is circled in red. The second row is 'FIRE MULTIMEDIA RESOURCE MANAGEMENT' with status 'Completed' and date '08/29/2011'. Below the table are links for 'All My Learning' and 'View Calendar'. The taskbar at the bottom shows several open applications including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and My Learning.

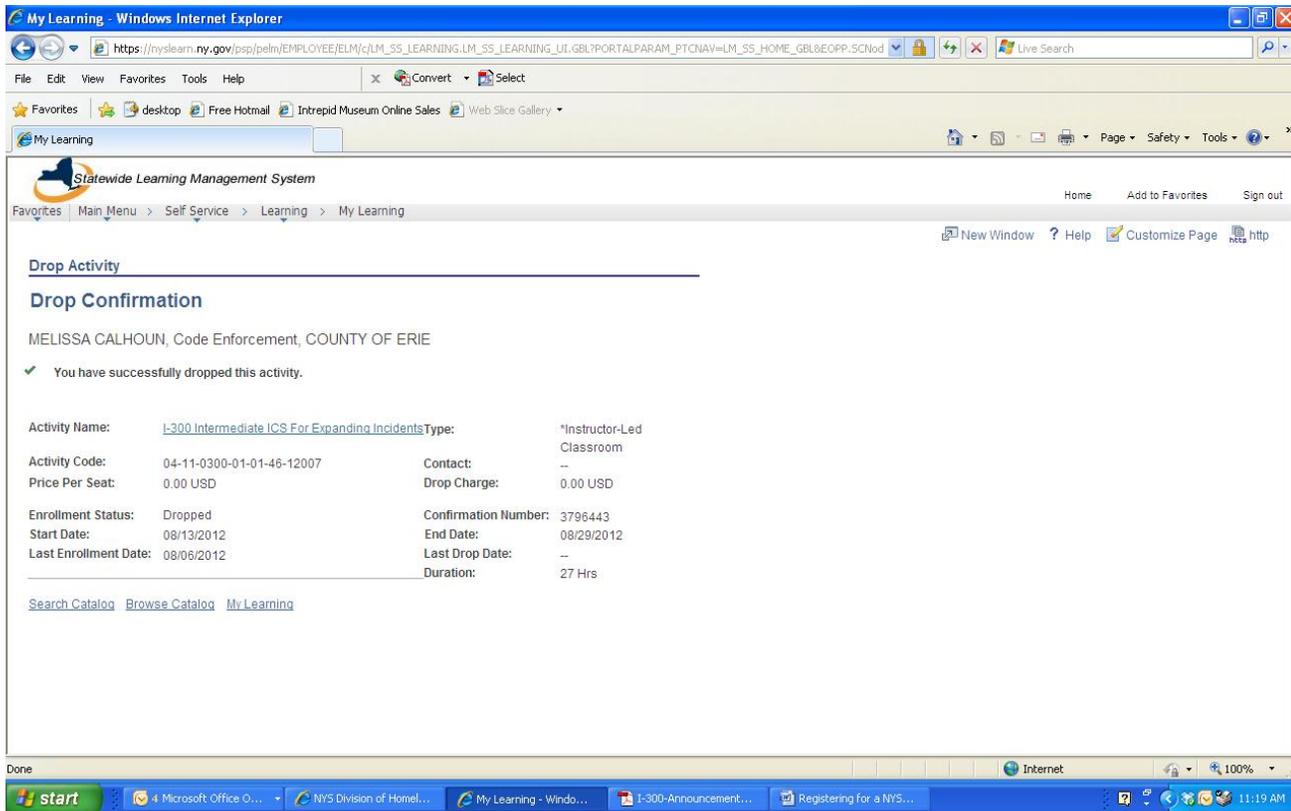
Title	Type	Status	Date	Action
I-300 Intermediate ICS For Expanding Incidents	*Instructor-Led Classroom	Enrolled	07/10/2012	Drop
FIRE MULTIMEDIA RESOURCE MANAGEMENT	DHSES - FT Staff	Completed	08/29/2011	

Step 3:

This screen will come up click on the Drop button.

The screenshot shows the 'Drop Activity' confirmation screen in the My Learning system. The page title is 'Drop Activity'. The main heading is 'Review Information'. The user information is 'MELISSA CALHOUN, Code Enforcement, COUNTY OF ERIE'. The confirmation number is 3796443. The activity name is 'I-300 Intermediate ICS For Expanding Incidents'. The activity code is '04-11-0300-01-01-46-12007'. The price per seat is '0.00 USD'. The enrollment status is 'Enrolled'. The start date is '08/13/2012'. The last enrollment date is '08/06/2012'. The contact is '---'. The drop charge is '0.00 USD'. The confirmation number is '3796443'. The end date is '08/29/2012'. The last drop date is '---'. The duration is '27 Hrs'. At the bottom of the page, there are two buttons: 'Drop' and 'Cancel'. A red arrow points to the 'Drop' button. The taskbar at the bottom shows the same applications as in the previous screenshot.

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 icon 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 address bar shows the URL: https://nyslearn.ny.gov/psp/pelm/EMPLOYEE/ELM/c/ILM_SS_LEARNING.LM_SS_LEARNING_UI.GBL?PORTALPARAM_PTCNAV=LM_SS_HOME_GBL&EOPP_SCNod. The taskbar at the bottom shows several open applications, including Microsoft Office, NYS Division of Homeland Security and Emergency Services, and the current browser window.

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