Unemployment Insurance (UI) Confidentiality Training Questions & Answers

How do I Access the Online Training?

You must use the Statewide Learning Management System (SLMS) to enroll and access the UI Confidentiality online training. The training must be completed annually while your data sharing agreement is in effect. The SLMS is an online application that can be accessed from any computer with an Internet connection. We recommend using an up-to-date Internet browser, such as Google Chrome or the most recent version of Internet Explorer.

The SLMS requires each user to sign on with a NY.GOV account.

How do I Get a NY.GOV Account?

If you work for a State Agency that has SLMS access, then you already have credentials for logging onto the SLMS. Please visit https://nyslearn.ny.gov.

All others will need to create an account by following the directions below:

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

3. You will be asked to select a username. If your username is unique, you can proceed to create an account by clicking on **Create Account**. If you already have an account, select the **Email Me the User ID** and follow the instructions above.

4. The next page will ask you to verify the information submitted so far. Click **Continue**.

5. To activate your new account, go to your email and click the link sent to you from *NY.GOV*.

6. You will be asked to set up three security questions and answers, and create a password.

7. Once you have created your password, click **Continue**. On the next page, select **Continue to Enrollment**.

8. Under **Application Enrollment**, select the **Enroll** button next to Statewide Learning Management System (SLMS) to take you to the SLMS registration page.

In SLMS, you will fill out a registration form:

1. On the SLMS Self Service External page, select **External User Registration**.

2. Fill out the registration form with information about yourself as a learner.

3. Name: Enter your first and last name.

4. Address: You can enter either a home or a business address. Select the type.

5. Personal Information: Enter your email address and phone, either home or business, so you can be contacted if there is any change in training.

6. Primary Job Information: Enter your primary job information. Click on the magnifying glass to find a dropdown list for Job Family, Job Title, and Organization.

7. When you are finished, click the **Submit Information** button at the bottom of the page.

8. Click **Sign out** and wait 5 minutes for your information to be processed.

9. Enter https://nyslearn.ny.gov into your Internet browser.

10. Select **SLMS Log In** at the top of the page.

11. Log in using your new NY.GOV username and password.

I am Signed on to the SLMS. How Do I Enroll in the Training?

1. The left side of the SLMS Home screen contains a box labeled Quick Links. Click the **Find Learning** option.

2. In the search box, type in "**UI Confidentiality**" (this field is not case sensitive). Hit Enter on the keyboard.
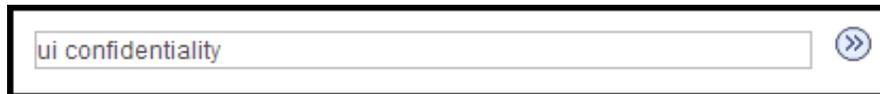
3. Scroll down through the search results. Find the UI Confidentiality training that you wish to enroll in. Click the **Enroll** button. Please enroll in the current year's versions of these classes. For 2021, Modules I and II are combined into one training session.

4. The next screen is the submission page. Click the **Submit Enrollment** button.

Class Name	UI Confidentiality Modules 1 & 2-2021	**Type**	*Online
Class Code	2021_UIConfidentialityMod1_2	**Contact**	--
Price Per Seat	--	**Drop Charge**	--
Start Date	--	**End Date**	--
Last Enrollment Date	--	**Last Drop Date**	--
Available Seats	--	**Available Waitlist**	1000
Language	English		

Submit Enrollment

5. The next screen is the final confirmation. Click the **Launch** link to begin the training.

✔ You have successfully enrolled in UI Confidentiality Modules 1 & 2-2021. This change in status will be updated on the My Learning page.

Class Name	UI Confidentiality Modules 1 & 2-2021	**Type**	*Online
Class Code	2021_UIConfidentialityMod1_2	**Contact**	--
Price Per Seat	--	**Drop Charge**	--
Enrollment Status	Enrolled	**Confirmation Number**	27796218
Start Date	--	**End Date**	--
Last Enrollment Date	--	**Last Drop Date**	--

Launch

6. On the next screen click the **Launch** button a second time to confirm.

Launch

The online training should open in a new window or a new tab. If it does not, then you might need to adjust your Internet Browser's pop-up blocker settings.

7. If you exit the online training, you must access it again by using the **My Learning** feature from the SLMS Home screen.

Quick Links

Find Learning

My Learning

8. On the My Learning page, find the entry for the online course. Click **Launch.**

9. You may need to click **Launch** or **Re-Launch** on the subsequent screen.

What Training Modules do I Need to Complete?

The modules you will need to complete will be identified in your Memorandum of Understanding (MOU) or data sharing agreement. You must take the modules in order. Complete each module in one sitting from start to finish, with no interruption. Please note that for 2021, Modules I and II are combined into one training session.

UI Confidentiality Module I

All individuals who have access to any information that originated from the Unemployment Insurance Compensation program must take this course. This includes office managers and supervisors who do not have access, but oversee people who do. You need at least 15 minutes to complete Module I.

UI Confidentiality Module II

Individuals that have confidentiality agreements that require Module II training for their staff must complete this module. Take this module after you complete Module I. You need at least 30 minutes to complete Modules I and II.

Who can I Contact for assistance?

Contact the Department of Labor's Office of Staff & Organizational Development by sending an email to lms.osod@labor.ny.gov; please include a phone number with your contact information.