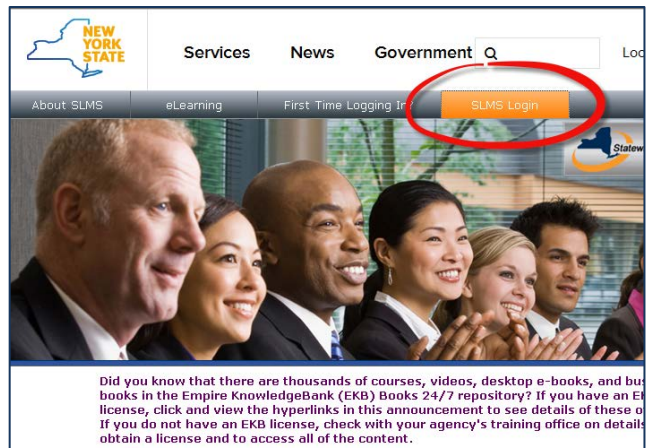


# Instructions to reenroll in the “Ethics for Lobbyists” online course

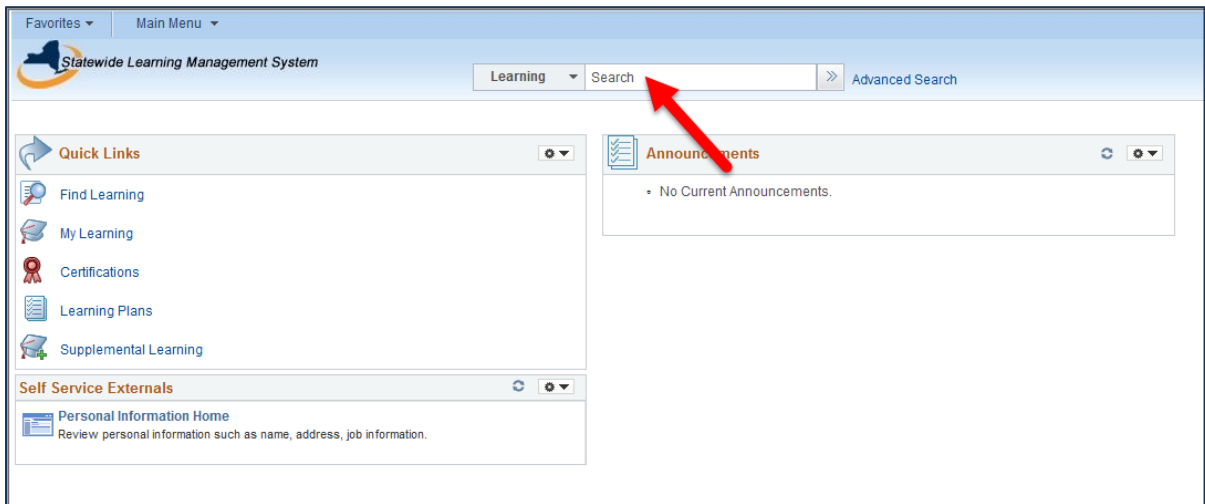
Any lobbyist who completed the statutorily mandated “Ethics for Lobbyists” in 2014, and is still registered with JCOPE as a principal or additional lobbyist, must complete the “Ethics for Lobbyists” course again in 2016. Below are the steps to reenroll; for questions or issues please e-mail [education@jcope.ny.gov](mailto:education@jcope.ny.gov).

To prevent common technical issues, please disable your internet browsers pop-up blocker PRIOR to beginning the training. The Ethics for Lobbyists course opens in a separate window; if your pop-up blocker is not disabled, you will not be able to launch the course.

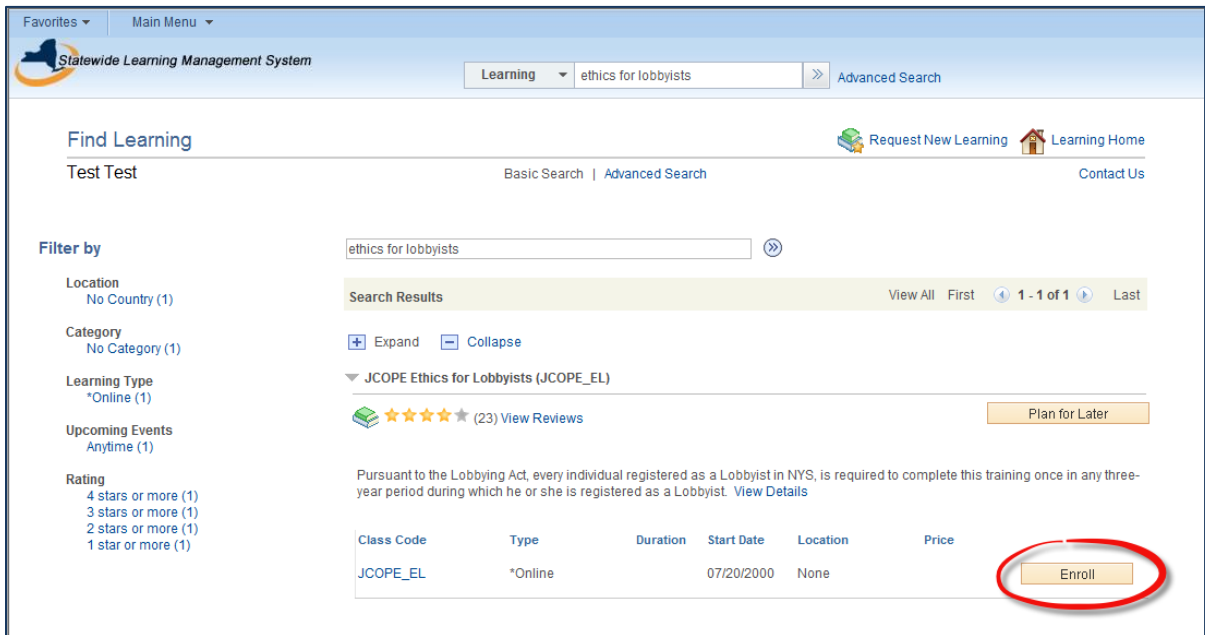
1. Go to <https://nyslearn.ny.gov/>
2. Click the “SLMS Login” orange button at the top of the screen. You will be redirected to the my.ny.gov login page.
3. Enter the e-mail address you used to first take the Ethics for Lobbyists course in the username field. If you do not remember your e-mail address, please contact a member of the training team at [education@jcope.ny.gov](mailto:education@jcope.ny.gov) and someone will assist you.
4. Enter your Password and click “Sign In.” The password for the initial login was welcome1 (all lowercase). If you have previously reset your password, and forgotten it, click on the **Forgot your “password”** link to reset your password.



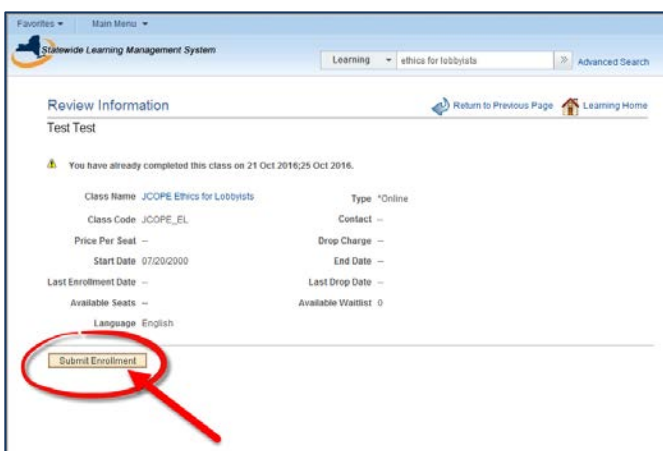
5. In the "Learning" search box type: Ethics for Lobbyists. (See below)



6. Click the "Enroll" button under the JCOPE Ethics for Lobbyist course name in the Search Results.



7. Click "Submit Enrollment"



8. Click "Launch"

Statewide Learning Management System

Learning | ethics for lobbyists | Advanced Search

### Review Information

Return to Previous Page | Learning Home

Test Test

✓ You have successfully enrolled in JCOPE Ethics for Lobbyists. This change in status will be updated on the My Learning page.

|                      |                            |                     |          |
|----------------------|----------------------------|---------------------|----------|
| Class Name           | JCOPE Ethics for Lobbyists | Type                | *Online  |
| Class Code           | JCOPE_EL                   | Contact             | --       |
| Price Per Seat       | --                         | Drop Charge         | --       |
| Enrollment Status    | Enrolled                   | Confirmation Number | 14452662 |
| Start Date           | 07/20/2000                 | End Date            | --       |
| Last Enrollment Date | --                         | Last Drop Date      | --       |

[Launch](#)

9. You will be redirected to the *Table of Contents* page. From here, click "Launch." The online training will appear in a separate window.

Statewide Learning Management System

All | Search | Advanced Search

View Progress Page

### Table Of Contents

Test Test, Lobbyist Other Lobbyist

|                 |                            |           |           |
|-----------------|----------------------------|-----------|-----------|
| Component Name: | JCOPE Ethics for Lobbyists | Type:     | Web-based |
| Class:          | JCOPE Ethics for Lobbyists | Duration: | --        |

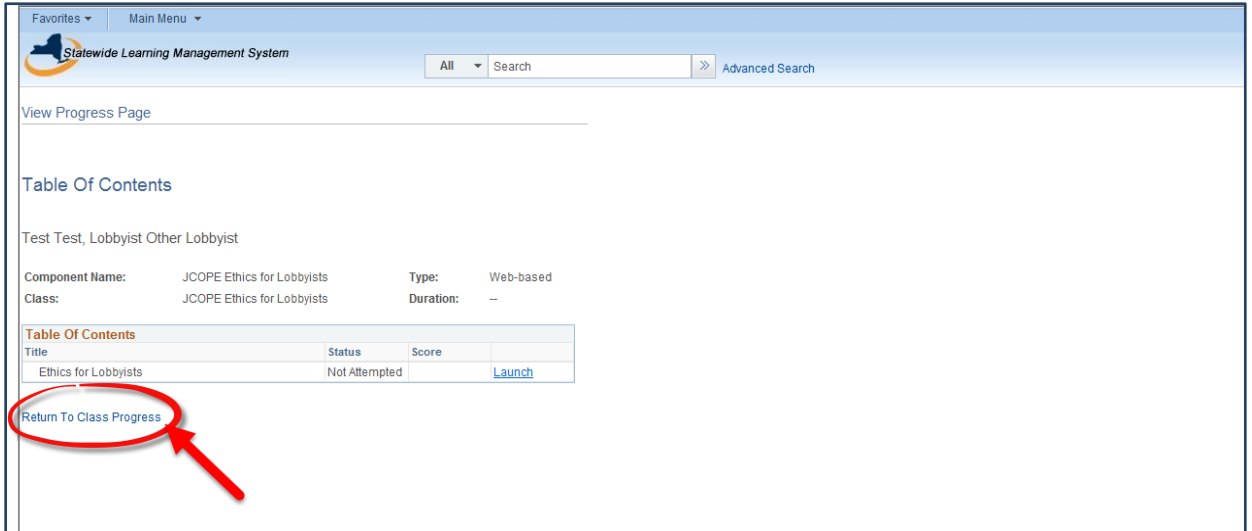
| Table Of Contents    |               |                        |
|----------------------|---------------|------------------------|
| Title                | Status        | Score                  |
| Ethics for Lobbyists | Not Attempted | <a href="#">Launch</a> |

Return To Class Progress

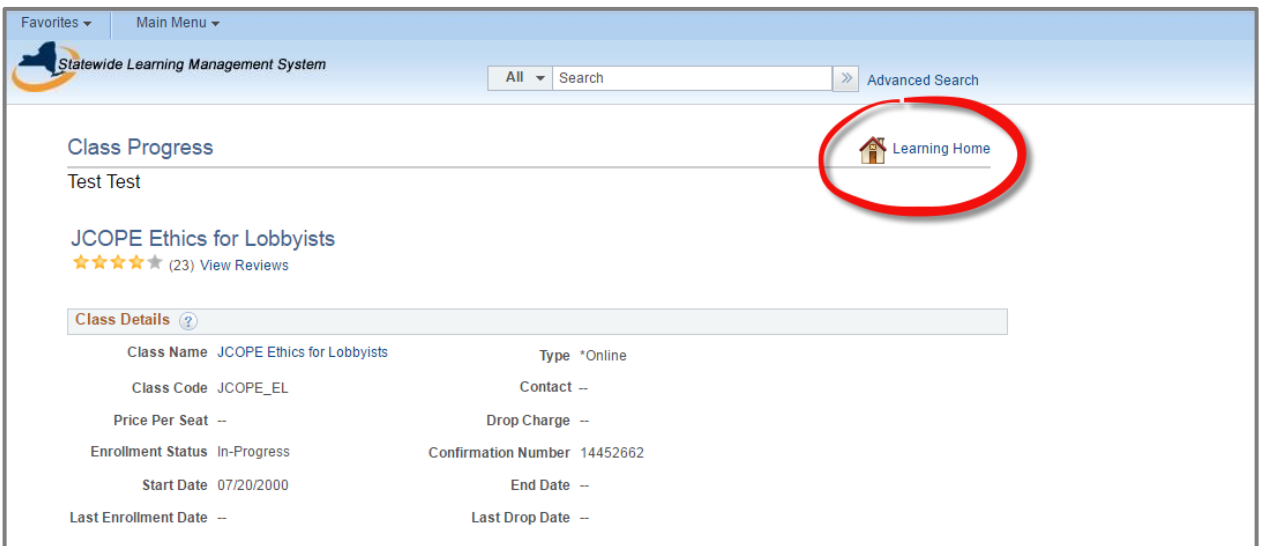
10. Once you have reached the "Thank You" page at the end of the online training, you have successfully completed "Ethics for Lobbyists." Ensure you have closed out of the course using

the "X" icon in the upper right corner of this page. You will be directed back to the "Table of Contents" page within SLMS.

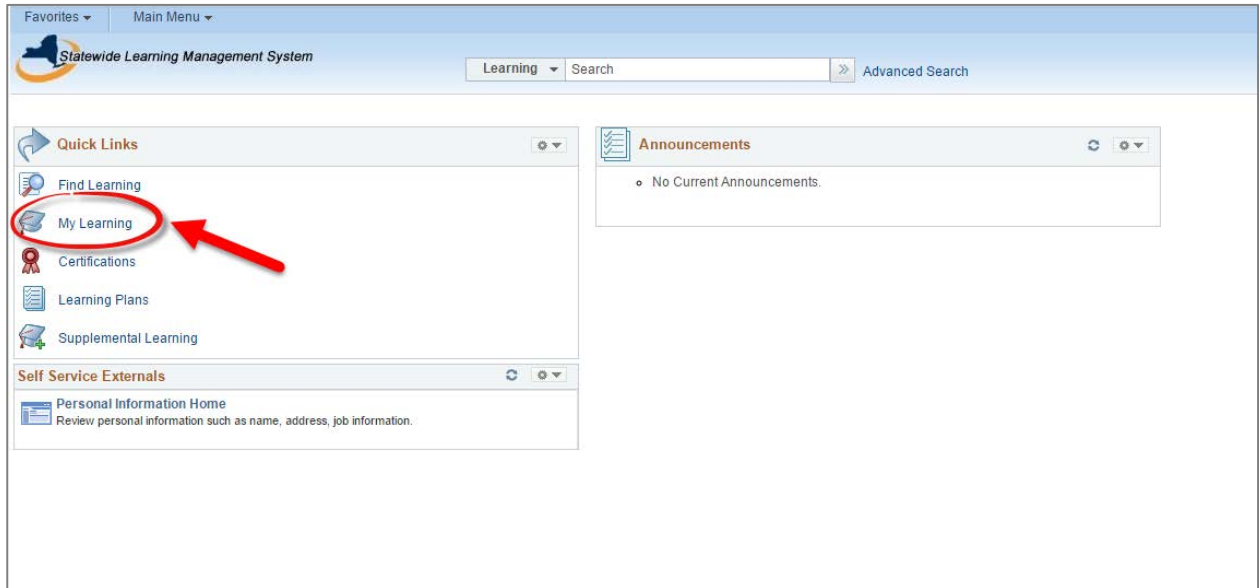
11. Click "Return to Class Progress" to record your completion of the online training in the Statewide Learning Management System.



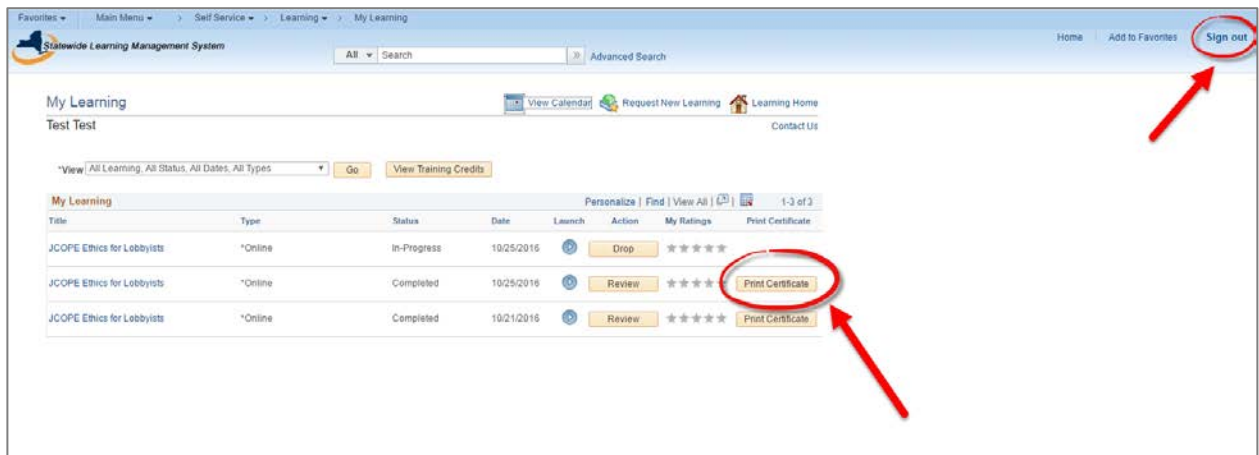
12. To print your certificate of completion (optional) click "Learning Home" from the *Class Progress* page.



13. Click "My Learning"



14. Click "Print Certificate"



15. Click "Sign out" located at the top right hand corner of your screen when you are done.