

# Re-enrollment Instructions for the “Ethics for Lobbyists” online course

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Legislative Law Article 1-A (the “Lobbying Act”), requires principal and individual lobbyists registered with JCOPE to complete a mandatory online ethics training every three years. “Ethics for Lobbyists” takes approximately 30 minutes to complete and can be accessed from any personal computer with an internet connection. (At this time, “Ethics for Lobbyists” is not compatible with the Safari internet browser or mobile devices.)

**Important Note:** The enrollment link for first-time users on the [JCOPE website](#) automatically creates an **NY.gov** account for you and grants you access to the Statewide Learning Management System (SLMS) where the course is hosted. You may already have a personal NY.gov account, and/or an NY.gov account that was created for you by the Lobbying Application (LA) when your lobbyist profile was created, but those NY.gov accounts will NOT give you access to this course. Only the NY.gov account created by the JCOPE enrollment link will grant you access to this course.

As a returning user, please log into [NY.gov](#) with the User ID you created when you first followed this enrollment link. Your User ID is the email address you gave when you first enrolled in the course. The default password is **welcome1** (all lower case). If you have reset your password and forgotten it, please use the password retrieval link on NY.gov.



**DISABLE YOUR INTERNET BROWSER POP-UP BLOCKER PRIOR TO LAUNCHING THE COURSE!**

**IF YOU HAVE TECHNICAL ISSUES WITH THIS COURSE, PLEASE REFER TO “TROUBLE-SHOOTING TIPS” AT END OF INSTRUCTIONS.**

If you are a returning lobbyist who has previously registered and completed the training, but the email address that you used to enroll has **changed**, follow the instructions for "Getting Started: First Time Users" to create a new account with your new email address.

Thank you.

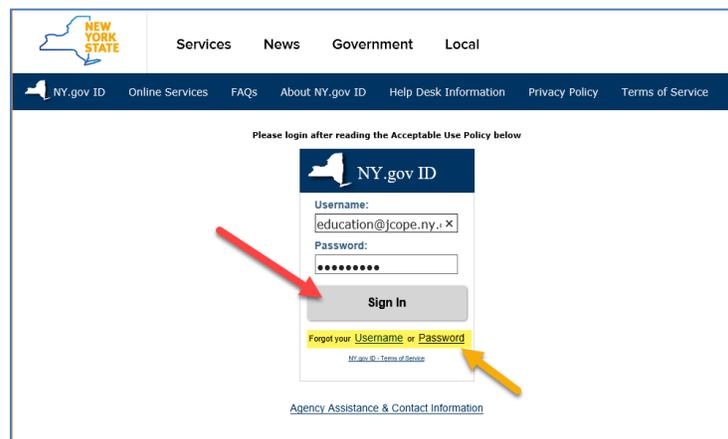
*Rev. April, 2019*

## INSTRUCTIONS TO RETAKE THE “ETHICS FOR LOBBYISTS” COURSE IN SLMS

- 1) Go to <https://nyslearn.ny.gov/> Click the “SLMS Login” orange button at the top of the screen. You will be redirected to the [my.ny.gov](https://my.ny.gov) login page.



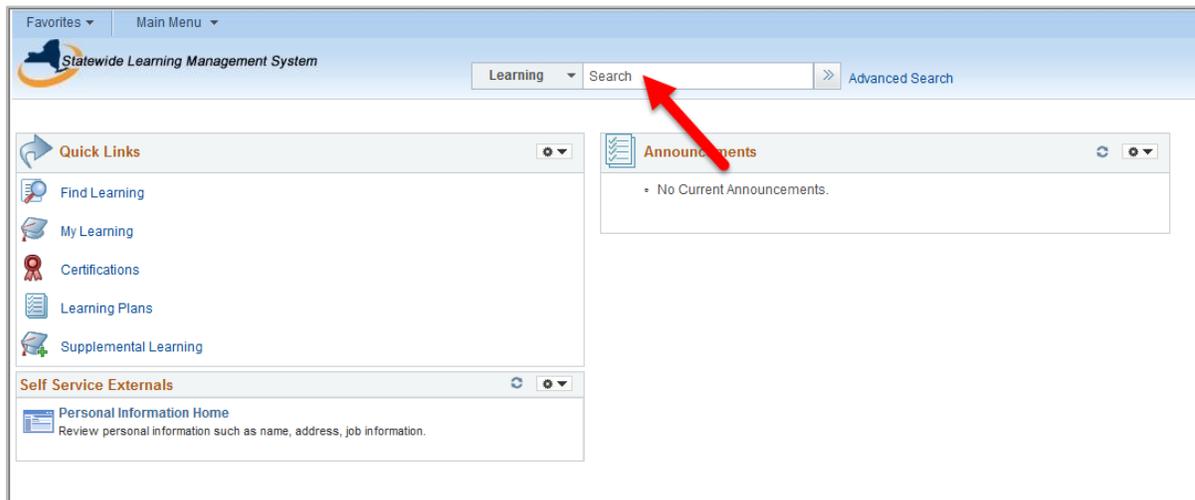
- 2) Enter the e-mail address you used to first take the Ethics for Lobbyists course in the username field. If you do not remember the e-mail address used for enrollment, please contact [education@jcope.ny.gov](mailto:education@jcope.ny.gov) for assistance.



- 3) 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.

## INSTRUCTIONS TO RETAKE THE “ETHICS FOR LOBBYISTS” COURSE IN SLMS

- 4) Type “Ethics for Lobbyists” in the search box at the top of the page and hit the Enter key. Note: do NOT “Request New Learning: as this will not enroll you in the course. (See below)



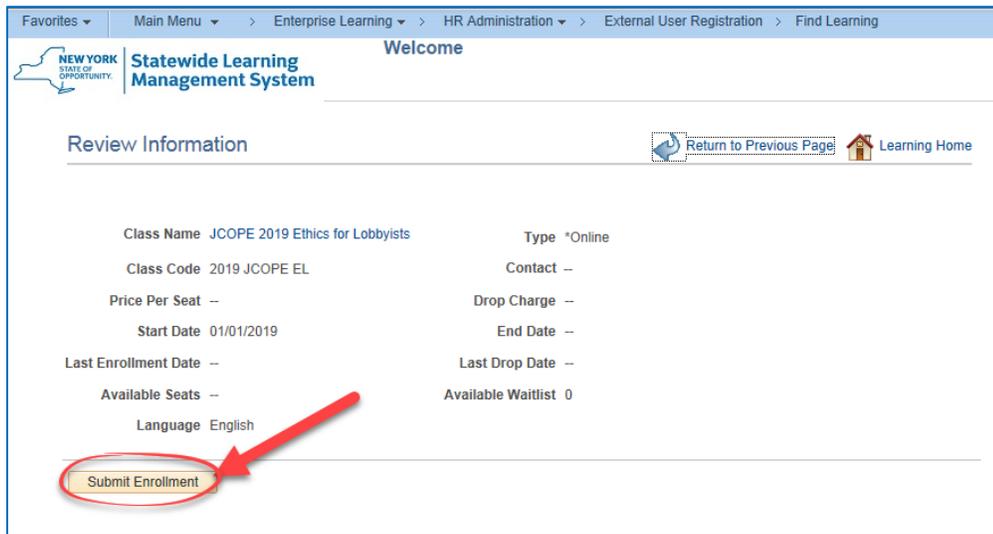
- 5) Click the “Enroll” button under the “JCOPE 2019 Ethics for Lobbyists” course name in the Search Results.

Search Results

Class Code	Type	Duration	Start Date	Location	Price	Enroll
2018 JCOPE EL	*Online		07/30/2017	None		<del>Enroll</del>
2019 JCOPE EL	*Online		01/01/2019	None		Enroll

## INSTRUCTIONS TO RETAKE THE “ETHICS FOR LOBBYISTS” COURSE IN SLMS

6) Click “Submit Enrollment.”



Statewide Learning Management System

Welcome

Review Information

Return to Previous Page Learning Home

Class Name JCOPE 2019 Ethics for Lobbyists Type \*Online

Class Code 2019 JCOPE EL Contact --

Price Per Seat -- Drop Charge --

Start Date 01/01/2019 End Date --

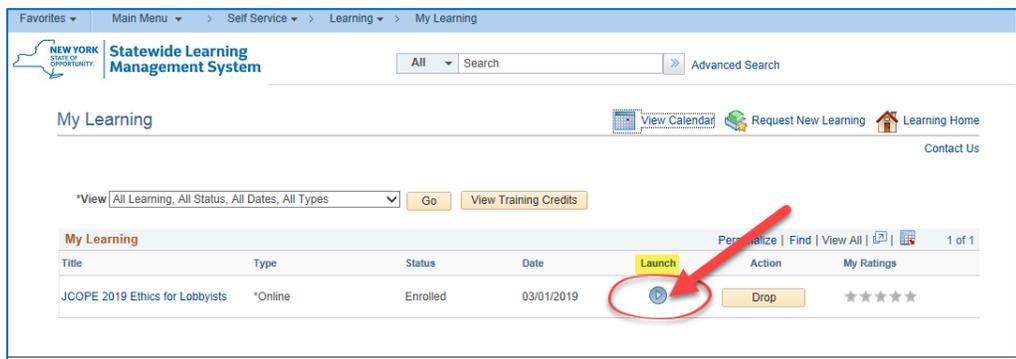
Last Enrollment Date -- Last Drop Date --

Available Seats -- Available Waitlist 0

Language English

Submit Enrollment

7) The “Ethics for Lobbyists” course will appear on your “My Learning” page. Click the “Launch” button.



Statewide Learning Management System

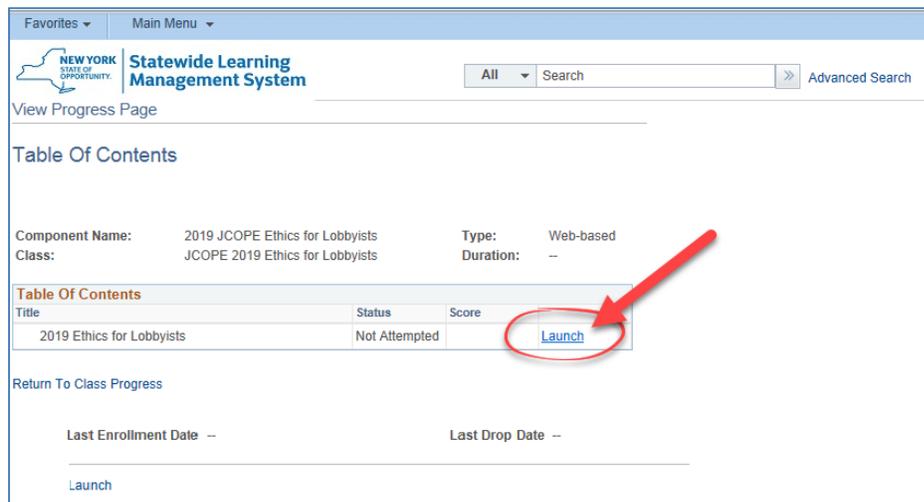
My Learning

View Calendar Request New Learning Learning Home Contact Us

\*View All Learning, All Status, All Dates, All Types Go View Training Credits

Title	Type	Status	Date	Action	My Ratings
JCOPE 2019 Ethics for Lobbyists	*Online	Enrolled	03/01/2019	Launch Drop	★★★★★

8) You will be redirected to the *Table of Contents* page. From here, click “Launch” again. The online training will appear in a separate window. Please make sure any pop-up blockers are disabled first.



Statewide Learning Management System

View Progress Page

Table Of Contents

Component Name: 2019 JCOPE Ethics for Lobbyists Type: Web-based

Class: JCOPE 2019 Ethics for Lobbyists Duration: --

Title	Status	Score	Action
2019 Ethics for Lobbyists	Not Attempted		Launch

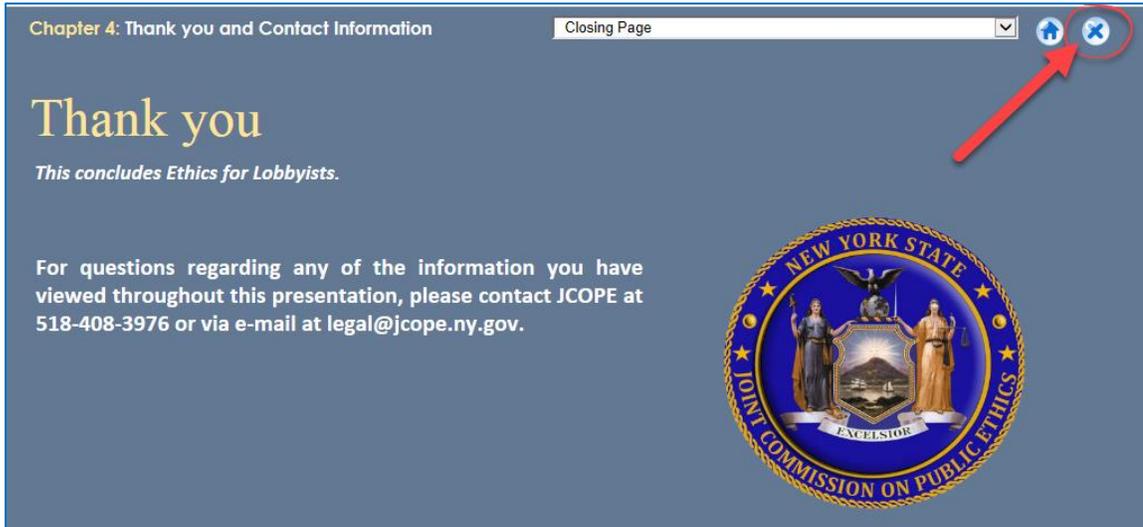
Return To Class Progress

Last Enrollment Date -- Last Drop Date --

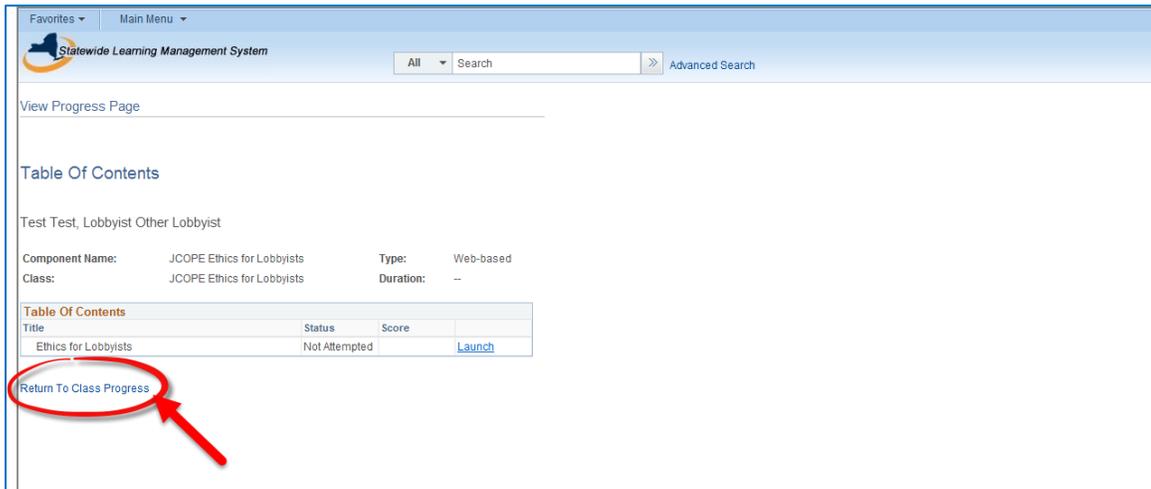
Launch

## INSTRUCTIONS TO RETAKE THE “ETHICS FOR LOBBYISTS” COURSE IN SLMS

- 9) The “Thank You” page appears at the end of the course. Click the “X” icon in the upper-right corner of this page to successfully complete “Ethics for Lobbyists.” You should be directed back to the “Table of Contents” page within SLMS. However, sometimes clicking the “X” does not trigger the course completion in SLMS. If this occurs, please exit SLMS, log back in, re-launch the course, navigate to this last page, and try clicking the “X” again. This error does not occur frequently, but it is a known issue in SLMS.

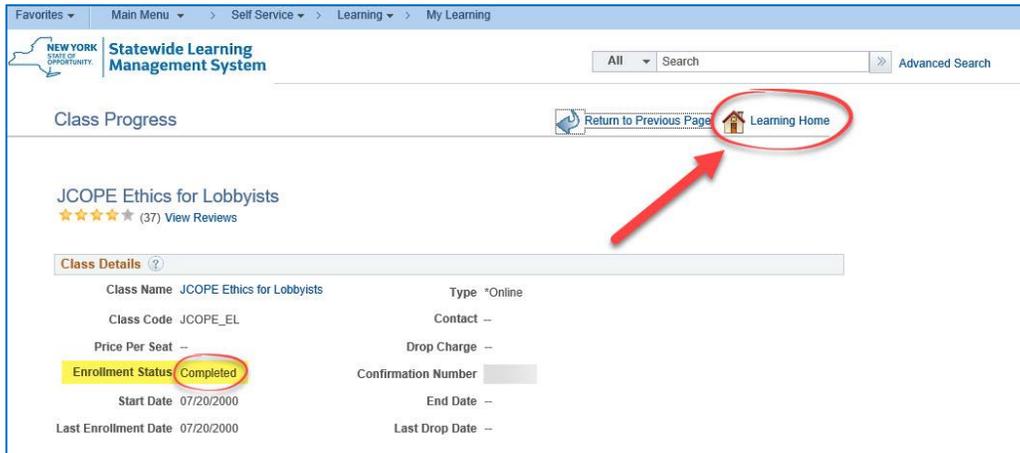


- 10) At the “Table of Contents” page in SLMS, click the “Return to Class Progress” link to confirm your completion in the Statewide Learning Management System.

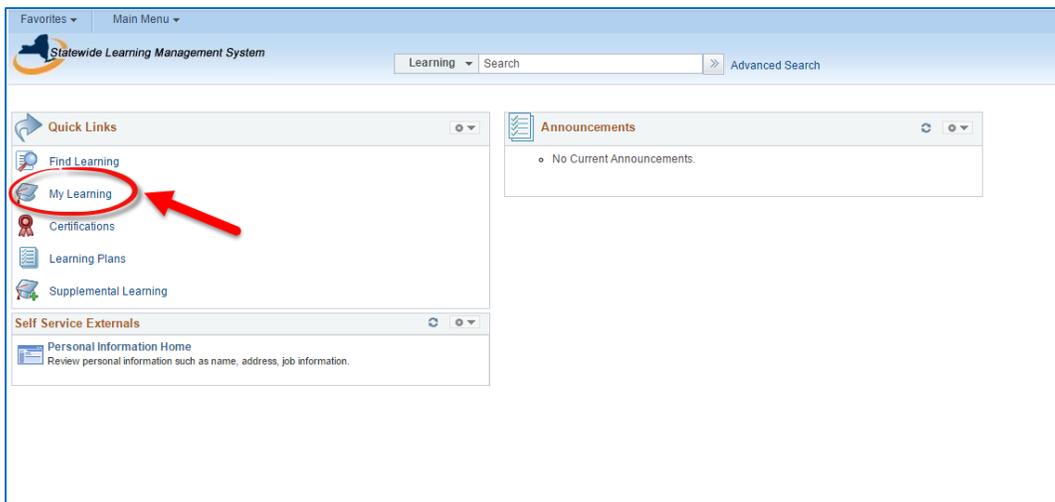


## INSTRUCTIONS TO RETAKE THE "ETHICS FOR LOBBYISTS" COURSE IN SLMS

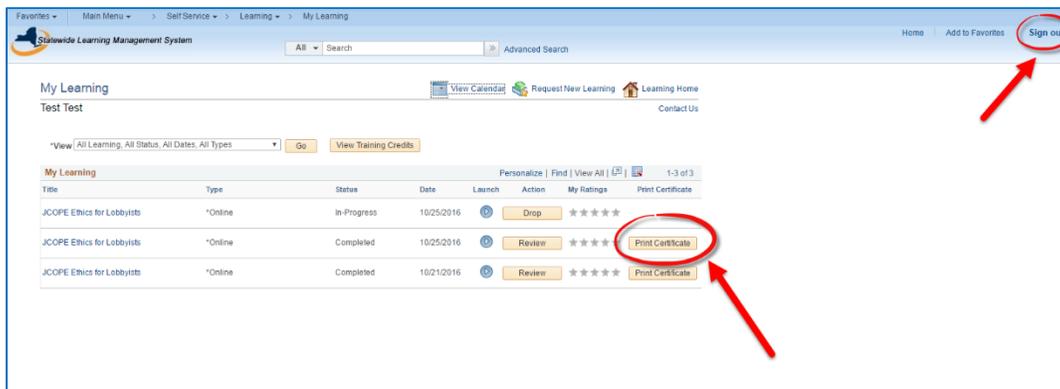
- 11) Your enrollment status should show "Completed." (If not, return to course and click "X" again.)  
To print your Certificate of Completion (*optional*) click "Learning Home."



- 12) Click "My Learning" where you will find a button for printing your certificate.



- 13) Click "Print Certificate" (*optional*)



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

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### TROUBLE-SHOOTING TIPS FOR KNOWN ISSUES:

The Statewide Learning Management System (SLMS) is generally a reliable platform for course hosting, but there are known issues that users occasionally experience when enrolling in, launching, or completing courses.

In the event you experience a disruption while completing the course, return to [my.ny.gov](http://my.ny.gov) and sign in with the username and password emailed to you by SLMS. If you forget your password, use the password reset feature.

Many issues in SLMS can be resolved by logging out and trying again. Do NOT create a new account each time you have technical difficulties. Log back in using the account credentials that were created for you when you first registered your account.

If you receive an error message “You are not authorized to access this component” when trying to enroll in the course, log out of SLMS and log back in. This is a common error message in SLMS.

If you get to the last page of the course and clicking the “X” does not seem to complete the course, please log out and log back in to SLMS. Re-launch the course from your “My Learning” page, navigate to the last page of the course, and click “X” again. This is a common issue in SLMS.

If you experience technical difficulties during the account request set up or enrollment process, please contact the SLMS help desk at (518) 473-8087 M-F, 7:30 a.m. - 5:00 p.m., or request help via email at [SLMSHelpdesk@its.ny.gov](mailto:SLMSHelpdesk@its.ny.gov). **JCOPE is unable to correct technical issues that relate to the SLMS service.**