SkillPort Quick Start Guide

Welcome to SkillPort, your 24x7 gateway to learning resources for skills improvement, professional development, performance support and more. Use SkillPort's easy-to-navigate interface to find answers to questions, develop professional skills, and take targeted learning. Simply log in to start exploring the learning and performance support resources available to you.

Logging into SkillPort

1. Open Internet Explorer.
2. Go to http://tlc.skillport.com
3. Log in with your User ID and Password.

   User ID: Employee Number

   Password: Emailed to you when you REGISTER

   Note: you can change your password once you log in, under "My Profile".

New to Skillsoft? Click on the REGISTER button below to get started.

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Log In   ☐ Enable Web Accessibility   ?

Employee #   Password   [Login to SkillPort]   Register

Forgot your user ID?   Forgot your password?

Tip: if you forget your password, click here to have it emailed to you!

Tip: click on **Register** to request a password.

Quick Links

Learning Plan contains links to courses that you or your manager have added to your formal learning plan. To play a course, simply click **Launch**.

The Library contains a complete list of courses you have access to.

Learning Transcript contains courses accessed or completed and allows you to print a certificate of completion.

My Approvals contains any approval requests submitted.

Quick Links
- Take a Virtual Tour   ▼
- Learning Transcript
- My Approvals
- Support   ▼
- TLC Website

e-LEARNING

Miami - Dade County Public Schools employees can receive training through Skillsoft, a web-based training program. The courses play directly from the internet so you can take a course right from your desk or from home, 24 hours/day, 7 days a week.

Upon Request you will be granted a Login Account to take the online courses. Click on the link above labeled The Library and look for the Master Plan Points courses available. If you are taking these courses for Master Plan Points, follow the instructions provided here: Master Plan Points Information. If you are taking these courses and do not require Master Plan Points for recertification, you do not need to follow the procedures in the Master Plan Points Information page.

☐ Enable Web Accessibility ?

Learning Plan   The Library   🔍 phothsop   ? 👤 ▼

New Users:

If you are new to SkillPort, there are flash file tours available to help you navigate the site. Click on the SkillPort Virtual Tour shortcut on the left hand side and select the tour you wish to review. These are only 3-4 minutes in length.

The **Help** file (located next to the Search field) may also be useful for content-specific information and step-by-step instructions.

Quick Links

- Take a Virtual Tour ▲
  - Skillport Overview
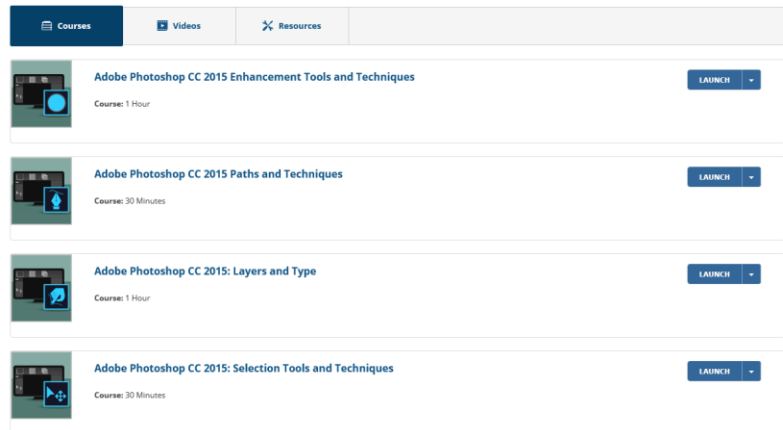 - Quick Start Guide
- Learning Transcript
- My Approvals
- Support ▲

■ Enable Web Accessibility ⑦

Learning Plan The Library

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Tip: click here to access and configure your **Profile**.

Accessing courses via SEARCH

■ Enable Web Accessibility ⑦

Learning Plan The Library

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1. In the **Search** field, type a keyword or phrase.
2. Search results will appear grouped by category (**courses/videos/resources**).
3. Select a category if you want to narrow your search.
4. You can further narrow your search by applying a filter. Click on **ADD Filters**.
5. You can display more information by clicking on the **Details** option from the course drop down. For a course, this will display a course description, duration, target audience and lesson objectives. For a book, you'll see the table of contents.
6. To begin, click **Launch.**
7. Once you have launched a course, the course player will open in a new window. Use the navigation buttons along the bottom to proceed through the course. Each course contains tests that will enable you to assess your knowledge after each lesson. In order to complete a course, you must score a minimum average of 80%.

📖 Courses   ▶ Videos   ✕ Resources

Adobe Photoshop CC 2015 Enhancement Tools and Techniques
Course: 1 Hour
LAUNCH ▾

Adobe Photoshop CC 2015 Paths and Techniques
Course: 30 Minutes
LAUNCH ▾

Adobe Photoshop CC 2015: Layers and Type
Course: 1 Hour
LAUNCH ▾

Adobe Photoshop CC 2015: Selection Tools and Techniques
Course: 30 Minutes
LAUNCH ▾

Accessing courses via The Library

1. Click on the **My Library** icon.
2. The courses displayed in the Library are divided by curricula and into categories: Master Plan Points, No Master Points and Additional Content.
3. Click on the topic of interest.
4. You will then see the categories on the left and the number of master plan points for eligible courses.
5. Content is grouped by type such as courses, books, videos and resources.
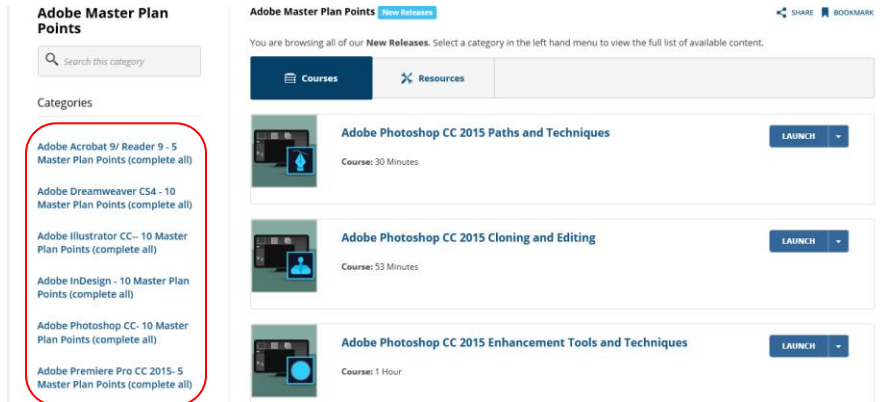
SkillPort Compatibility – Technical Testing

All personal computers and laptops have different software environments which may require 'tweaking' to enable courseware and resources to work effectively. To check your PC compatibility, please run the quick browser check at http://browser.skillport.com. If you require assistance please, contact the SkillSoft Help Desk at 1-866-754-5435

Note: The first time you launch a course, you may experience a 1-2 minute delay while the course player is being loaded. Subsequent launches and activity within a course should be much faster. If you experience long delays, please run the browser check above and contact the Help Desk.

Getting Help

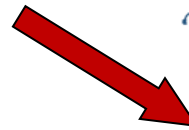For **Technical Support** (available 24x7) please contact:

> **SkillSoft Help Desk**
> http://support.skillsoft.com
> **Phone:**   1-866-754-5435
> **Email:**   support@skillsoft.com
> **Live Help:**   http://support.skillsoft.com/livehelp/
>   (chat live with a SkillSoft technician)

Internal Technical Support:
Submit a Self Service HEAT Ticket and make sure to use the option for **ASK ITS A QUESTION**.