Getting Started with Skillport 8i

This guide will help you learn about important features and functionality in Skillport 8i.
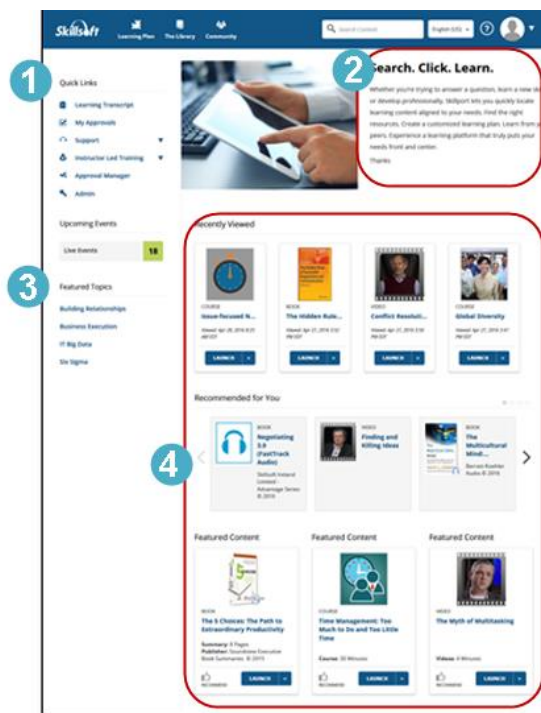
Sign in to Skillport

In a browser, navigate to your Skillport Sign In page. Enter your username and password and click **Sign In**.

Note that passwords are case-sensitive.


Explore the Home Page

Once you have signed in to Skillport, the **Home** page displays. The Home page provides easy access to content and actions you use most often in Skillport:

1. Access **Quick Links**, containing key popular options such as Learning Transcript, My Approvals, and Support.

2. Find messages from your organization in this area.

3. View Featured Topics, which are specific courses or content highlighted by your organization.

4. See Recently Viewed items, as well as view recommended and featured content.

View The Library

Find content by clicking **The Library** and selecting a subject. Content libraries can be organized by whatever criteria aligns with your organization's training goals, such as subject area, content type, or job role.

The Library contains all of the content to which you are entitled.
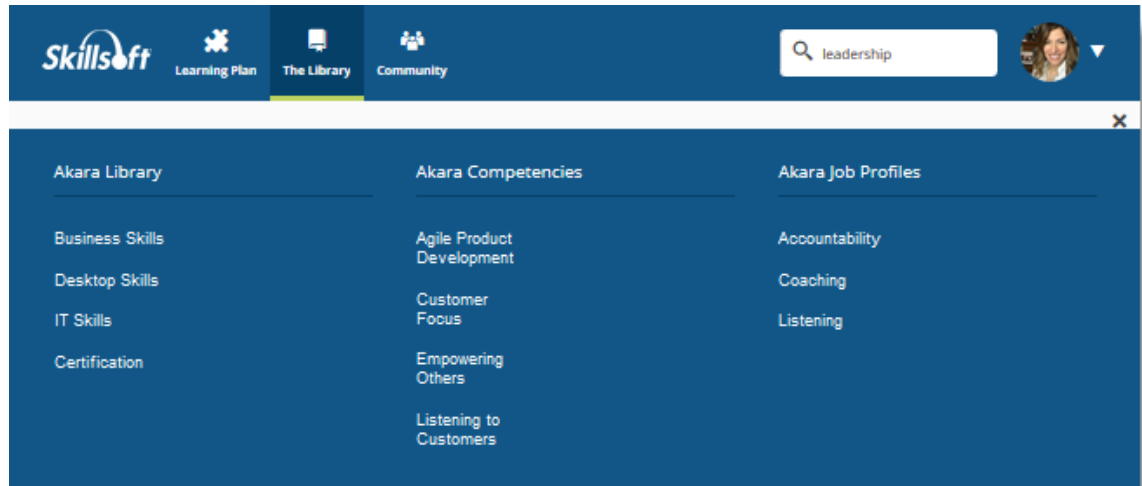

Browse The Library

Once you select a subject, content is grouped by type, such as courses, books, videos, resources, and portal. You can:

1. View content options in the carousel.
2. Select the tab that corresponds to the content type that you are interested in.
3. Choose a category in the left-hand menu to view related content items.
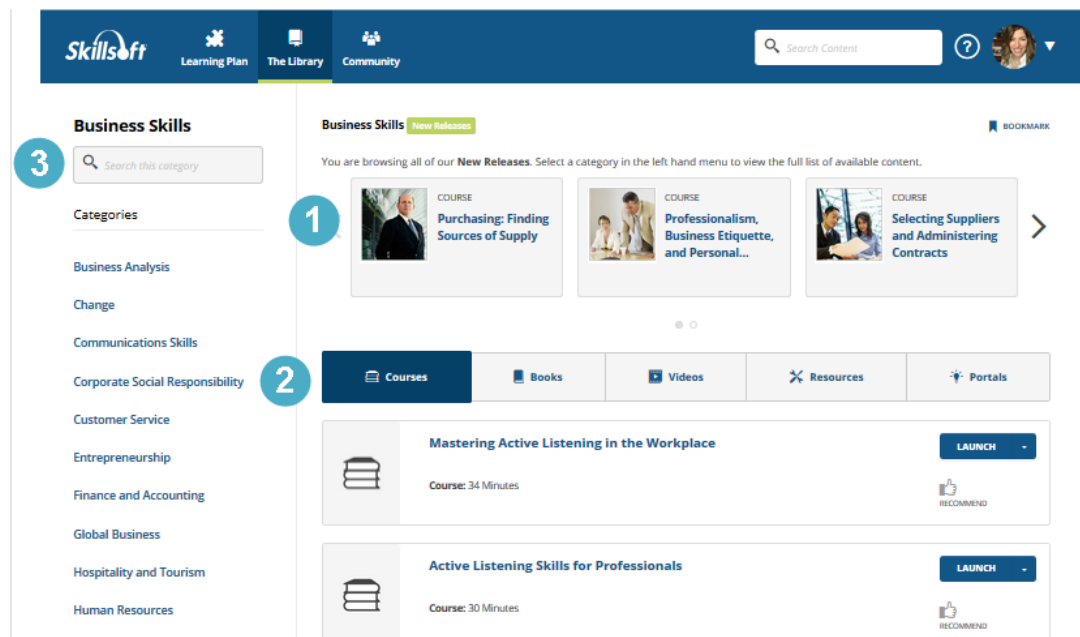
Search for Content

Use **Search** at the top right to quickly locate content.

1. Enter terms in **Search** and click 🔍 or press the **Enter** key.
2. View your returned search results, organized in tabs.
3. Search within the results to further refine the content displayed.
4. Select **Sort By** to sort content alphabetically, by publish date, or by recommendations.
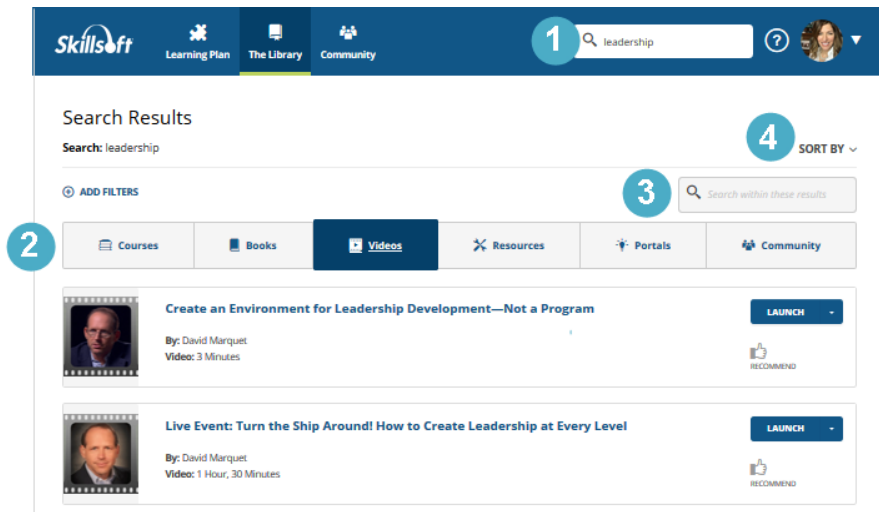
Use Filters

After your initial search, you can refine your search results by applying filters. Click **Add Filters** to:

1. Choose certain subjects to refine your results by subject.
2. Select specific content types to view. Books or courses are examples.
3. Narrow your results further and filter by training credits and copyright.
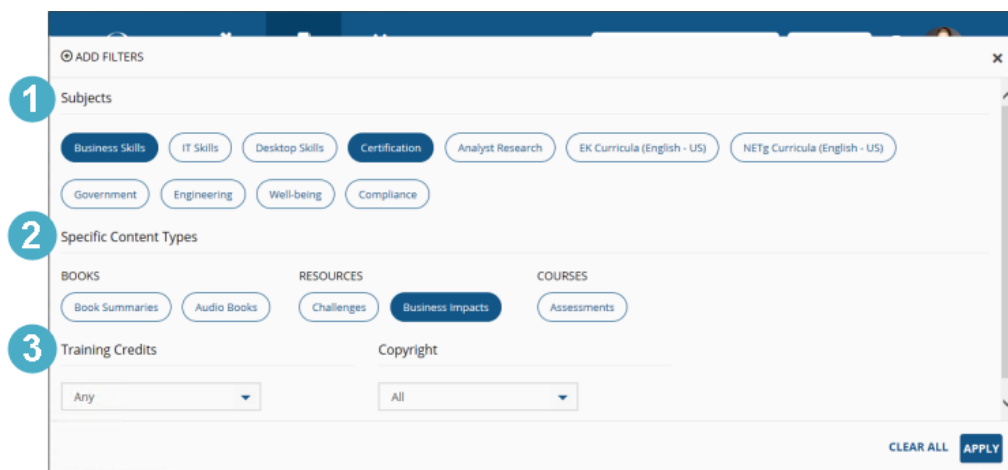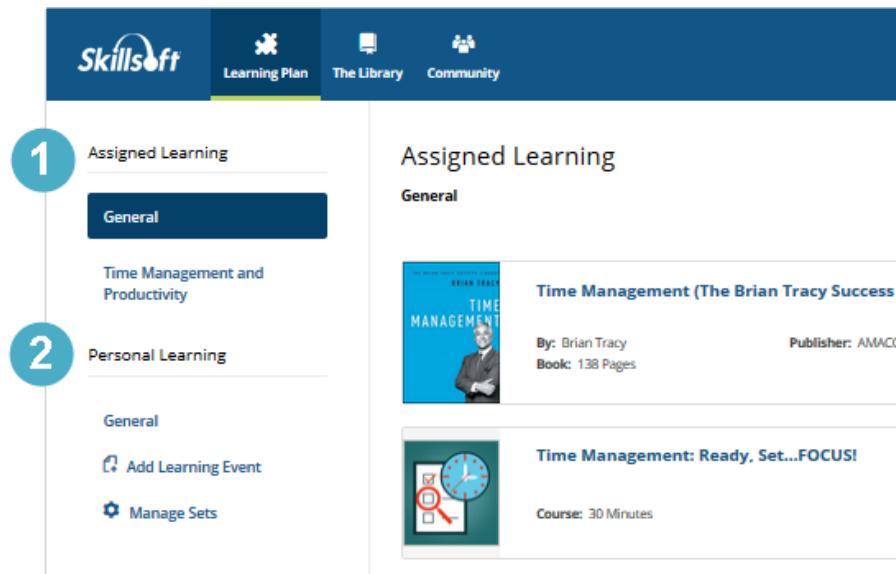
Manage your Learning Plan

View and manage your assignments by clicking **Learning Plan**. There may be two sections in your learning plan:

1. **Assigned Learning** contains content that your manager or training administrator has assigned to you. Development Plans are also found here.
   Note: This section only displays if content is assigned.
2. **Personal Learning** contains content that you have saved for completion, as well as any bookmarks in the Library you may have created.

To help organize your assignments, content in Personal Learning can be arranged in sets.

Check your My Tasks

Use **My Tasks** to quickly view your upcoming and overdue content assignments without having to open your learning plan. You can view My Tasks from:

1. The left navigation bar, or
2. The dropdown menu in the upper right hand corner.

You can launch content directly from My Tasks, or click ✖ to close and return to Skillport.
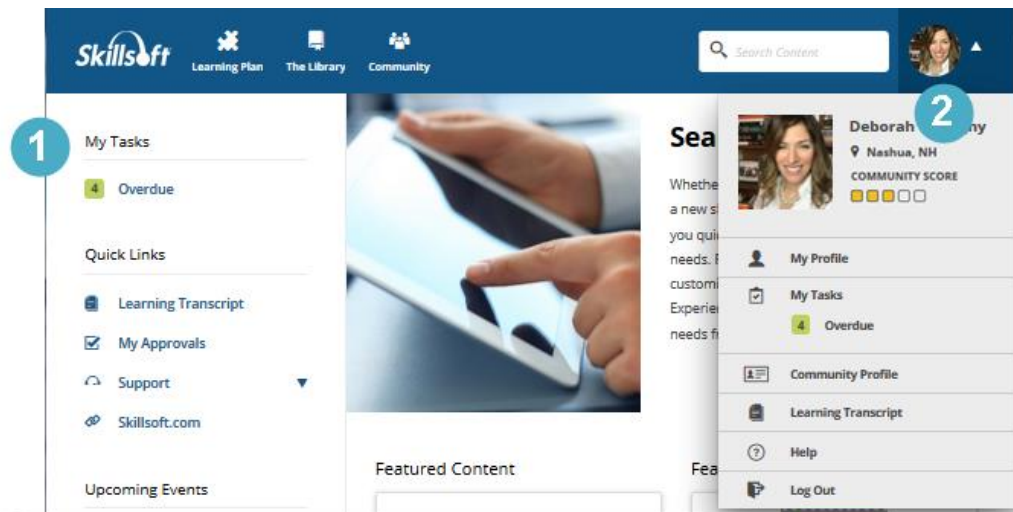
Visit Community

If enabled on your site, click **Community** to view your organization's social and collaborative place within Skillport. You can share recommendations on content, post comments, and follow people within your organization.

By creating a community profile, you can share information about yourself, including areas of interest and expertise.

From the dropdown menu in the upper right hand corner, click **My Profile** > **Community Profile** > **Edit** to create or edit your profile.

Note that participation in the Community is completely optional. You do not need to have a completed community profile to participate in the Community. Recommending or commenting on content, or choosing to follow another community member, automatically joins you to the Community. You can go back and complete your profile at any time.

Learn More

Learn more about the features and functionality in Skillport 8i by visiting our online knowledge base. Helpful information includes:

- What's New in Skillport 8i for Learners
- Administrator updates
- System Requirements