How to Register and Access Courses in Skillsoft

1. Log into Skillsoft through https://tlc.skillport.com/skillportfe/login.action

2. If you are new to Skillsoft, request an account by clicking on the **Register** link.

3. On this page, please enter your District Information, check the disclaimer box and select Sign Up button at the bottom of the page.

Sign up for Skillport

*Required fields

Employee #*

First Name

Last Name

Email Address*

Display First Name

Display Last Name

Location

Profile Image   Add

Make sure you check off the Disclaimer box before proceeding.

☐ Enable Web Accessibility ?

☑ Disclaimer: Once you register, do NOT attempt to login. Your password will be generated and sent to the email address you specified. Only log in after receiving your credentials.

Privacy and Cookie Policy | **Terms of Use**

Your password will be generated and sent to the email address you specified.   Sign Up   Cancel

4. ==Wait for the username and password to be emailed to you before attempting to log in.== You will be receiving an email with your username and password shortly after registering. Once you receive that e-mail, you may continue to the following steps.

5. To log into your Skilllsoft account go back to the homepage and type in your username and password that were provided in the e-mail and select log in. https://tlc.skillport.com/skillportfe/login.action

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

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.

Log In

☐ Enable Web Accessibility ?

Employee #

Password

Login to SkillPort   Register

Forgot your user ID?   Forgot your password?

6. All courses can be found by clicking on **The Library** icon at the top of the Skillsoft page.

7. If you signed up for a Microsoft Class, please select **Microsoft Products** from the categories available. Under this section you will find courses related to this category. Please select

8. Once the list of classes come out, click on the **Enroll** button at the end of the title you selected. In this case, you will register for **Outlook 2016 Level I (Complete all Sections for 10 Master Plan Points)** and **Word 2016 Level I (Complete all Sections for 10 Master Plan Points).**

Word 2016 Level I (Complete all Sections for 10 Master Plan Points)

ENROLL

Learning Program   Enrollment Status: Not Enrolled

9. Once you select enroll, you will be asked if you'd like to add this course to your Learning Plan, select no and confirm your enrollment by selecting close in the dialog box.

Add to Learning Plan

Do you want to add this item to Learning Plan?

Yes   No

Confirm   ✕

Enrollment request for Learning Program Outlook 2016 Level I (Complete all Sections for 10 Master Plan Points) was successful

Learning Program Title   Outlook 2016 Level I (Complete all Sections for 10 Master Plan Points)

Enrollment Status   Enrolled

Close

10. Please note that each course has many different sections. You **must** complete all the sections in the course. To access your course and begin working, go back to your landing page by selecting the MDCPS Logo at the top of the page.

Learning Plan   **The Library**   Search Content   Content Language English (All)   My Profile ▾

Quick Links

e-LEARNING

🔗 Take a Virtual Tour ▼
📄 Learning Transcript
☑ My Approvals
🎧 Support ▼
🔧 Admin
🔗 TLC Website ⬈
✔ Approval Manager

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 Point Information page.

WATCH: LEARNING PLAN VIDEO TUTORIAL

11. Once on this page, select Learning Transcript on the left hand side to access your course.

12. Select the course you want to work on.

Learning Transcript

Core Data

⊕ ADD FILTERS

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Course	Outlook 2016 Level I (Complete all Sections for 10 Master Plan Points)	lp_105269	-	-	0 %	N/A	N/A	⋮
No	Course	Office 365: Microsoft Teams (Complete All Sections for 5 Master Plan Points)	lp_127243	-	-	0 %	N/A	N/A	⋮
No	Course	Master Plan Points	lp_21764	-	-	0 %	N/A	N/A	⋮
No	Course	Just for Learning (No Master Plan Points)	lp_22041	-	-	Feb 5, 2019	N/A	N/A	⋮

Displaying 1 - 4 items of 4

13. This will take you to directly to the course and you may begin working on each Module by selecting the Launch button.

14. A new screen will open for you to complete that particular Module. Please make sure you complete all of the modules in each section. On this screen, you will have the option to pause, replay, or move from one topic to another. Select the Table of Contents to see a list of the required modules for that section.
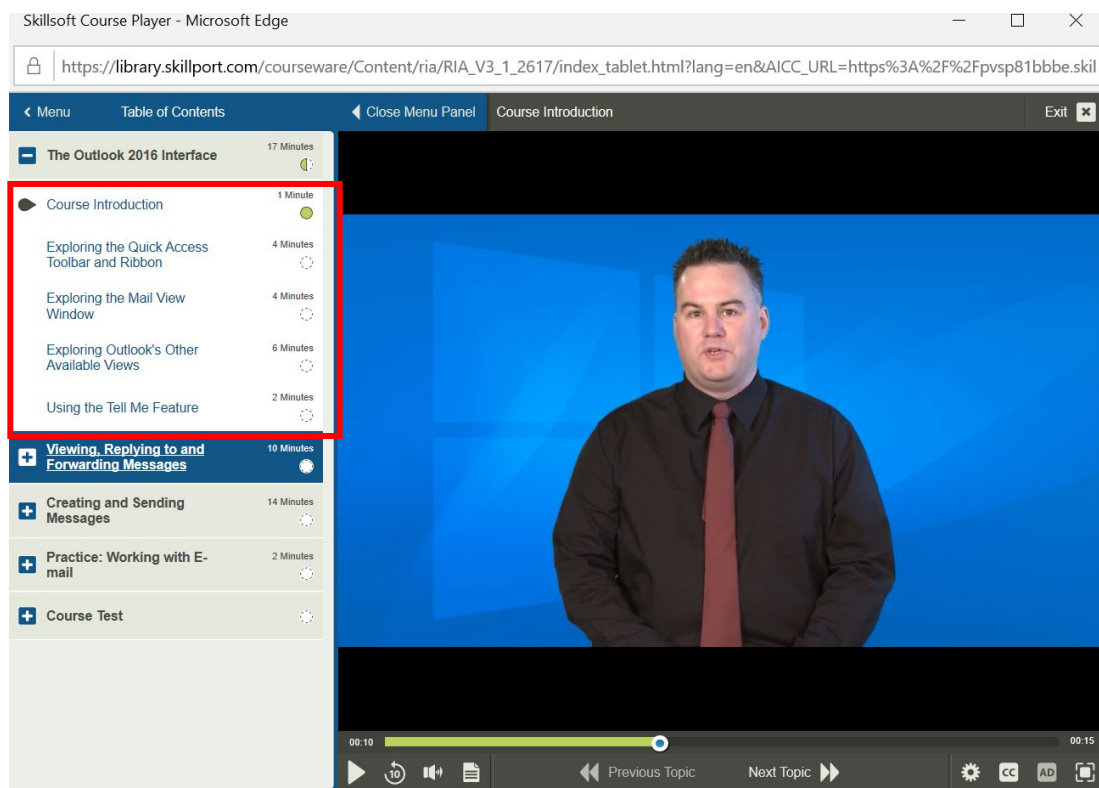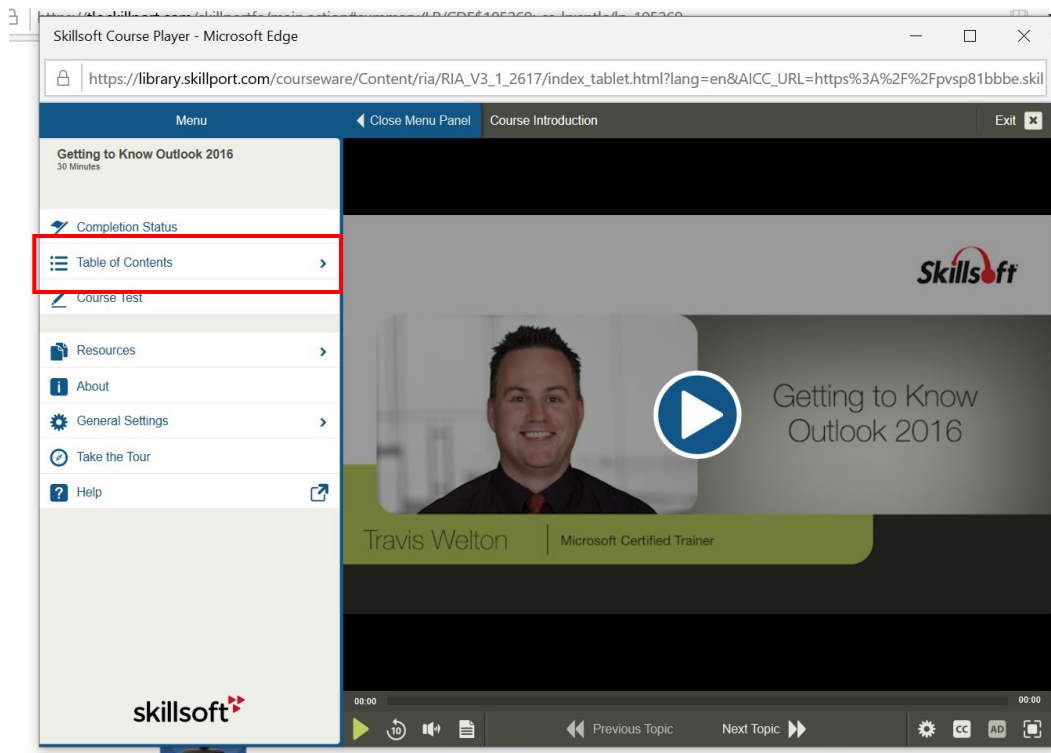
15. To navigate back to the Main Menu, select Menu. To exit the course, select Exit at the top right hand corner.
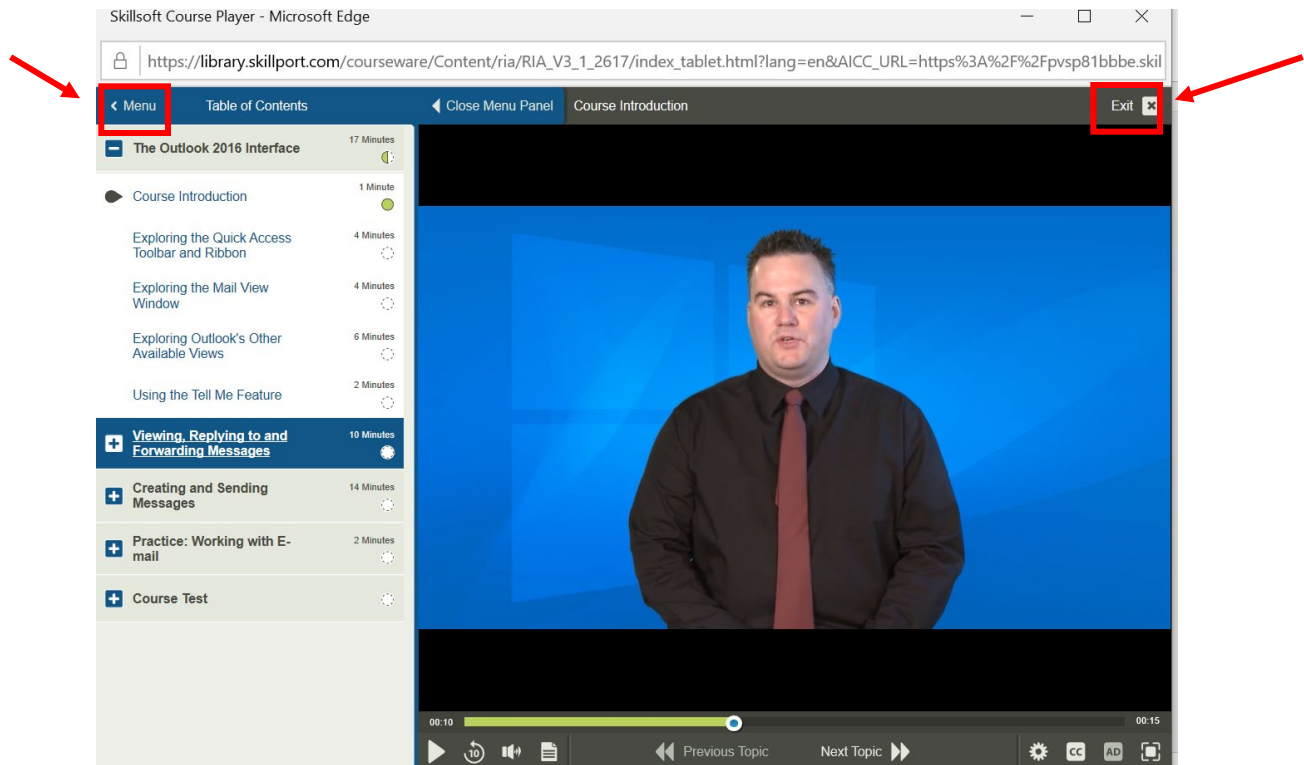
16. When you exit the course, you will be reminded that you have not met the completion criteria. To meet the completion criteria, you much achieve a score of 80% on each lesson test and answer all of the questions.
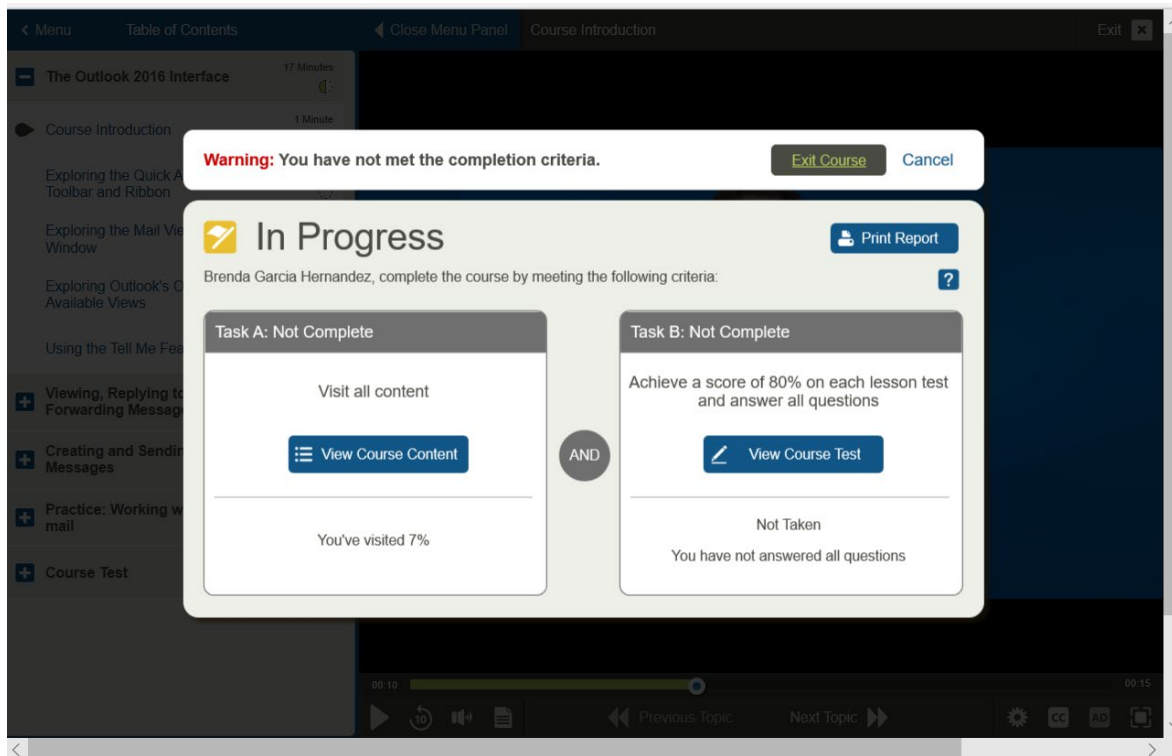

17. To return to your course and continue working, log in to Skillsoft and you will see your course under Recently Viewed. To access the course, select the Launch button under the name of course you would like to work on. https://tlc.skillport.com/skillportfe/login.action

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WATCH: LEARNING PLAN VIDEO TUTORIAL

Recently Viewed

COURSE
Getting to Know...
Viewed: Apr 2, 2020 2:24 PM EDT

LAUNCH

Below you will find a video link to further assist you with this process. Please note that you are not taking this course for Master Plan Points so you do not need to worry about registering through MyLearningPlan as well.

Video Link on this process:
Signing up for Technology Online Classes through Skillsoft and MyLearningPlan