



Valdosta State University Skillport User Guide for 2019 Compliance Training

Finding Skillport & Logging in

To access VSU Skillport,

- Skillport uses VSU Single-sign on. If you are not already logged into **MyVSU**, the program will redirect you to do so.
- Go to: <http://valdosta.skillport.com>



Sign in with your organizational account

username@valdosta.edu

Password

SIGN IN

Forgot your password?

VSU Skillport Home Page Navigation

To access the VSU Compliance Learning Plan,

Click **“Learning Plan”** at the top of the page.

Inside of the **“Learning Plan”** window, you can see all courses either assigned to you (*Assigned Learning*) or yourself (*Personal Learning*).

Click on the **2019 Annual Compliance** course to start training.

**Please note:* training titles may vary depending on your employee status.



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Course Navigation

Once inside of the **2019 Annual Compliance** course, you will see all of the required modules under the *Table of Contents*.


These modules will need to be viewed in their entirety and the quiz questions answered for course completion.

To launch a module, expand the course by clicking on **“Launch.”**

Navigational options will be available throughout the course.

On the left side is the **menu panel**, where you can check your completion status, open the table of contents to find each topic section, or find more resources regarding the lesson.

You will navigate through the course with the **“Next”** and **“Back”** buttons at the bottom.

The double arrow icon means that you can move to the next topic. 

Once you have reached the end of the course module, click on **“Course Test”** found in the menu panel, to gain access to the ending quiz item(s).

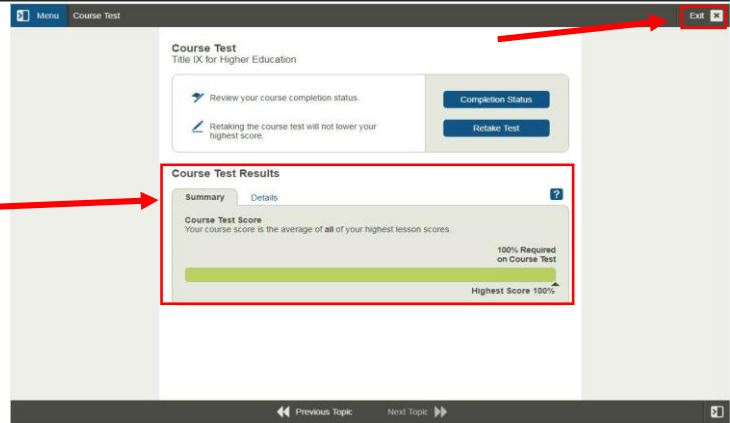


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Course Navigating

Once completed, be sure to close the window browser by selecting “Exit” at the top right. Failure to do so could result in Skillport not recording your completion.

Note: When you complete the quiz, a summary will appear and provide you an update of your status.



Technical Support

Skillport customer support consultants are ready to answer your request 24 hours a day, 7 days a week should you experience any difficulty or technical problems

You can contact support through the **Quick Links** tab, by phone at **1-866-SKIL-HELP**, or by email at **support@skillsoft.com**.

Additionally, Skillport offers a **comprehensive web accessible knowledge base** containing documentation and support for all Skillsoft products.

