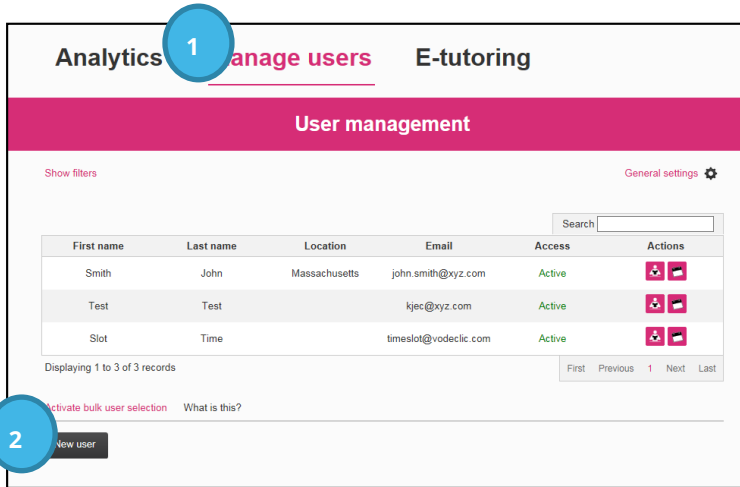# Skillsoft Digital Skills – Manage Users

This quick start guide shows how to manage users after the initial Skillsoft Digital Skills site setup, including how to:

- [Set up a new user](#)
- [Configure a subset of courses for a specific user](#)
- [Create a new default library](#)
- [Configure Time Slot for default library](#)

Set up a New User

1. After logging into the admin area, click **Manage Users**.
2. Click **New User**
3. Specify user details. Items with an asterisk are required.
   a. Last name*
   b. First name*
   c. Email address* (this is the user Login ID)
   d. Employee ID – enter a number or leave blank
   e. Password*
4. Location and Role – these are select fields and need to be set up first before you can select them. Click **Create/edit locations and roles** to set up options. If specified for each user, you will see report data broken down by these fields.
   a. Location – can be set up as region, country, state, etc.
   b. Role – can be set up by job category, title, or manager level.
5. Access Settings – select the length of time the user should be allowed to access the Skillsoft Digital Skills site. For employee set up, choose Unlimited, this will correspond the license agreement.
6. Select check box next to **Send email alert to user** if you want them to receive a notification from Skillsoft Digital Skills with login credentials.
7. Click **Confirm** to add the user. Click **Cancel** to abort setup.

Configure a Subset of Courses for a Specific User

Use this process to entitle only a specific course or set of courses to a user.

| First name	Last name	Location	Email	Access	ctions
Smith	John	Massachusetts	john.smith@xyz.com	Active	

(1)

1. Click the Add/Edit Course icon under Actions.

Add courses

User: **Smith John**

The user has been assigned the following content:

All content

What would you like to add?

Training course or Cancel

(2)

2. To edit the courses the user can see in the catalog, click **Training Course**.

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Add courses

User: **Russo Inga**

Filters

○ Courses
◉ Search

Word [Search]

	Word 2013		+
	Word 2010	11h 43m	+
	Word 2013	14h 54m	+
	Word Online	2h 31m	+

Choose skills

| | Excel 2016 for Windows | 13h 06m | Customize ⚙ | Spotlight? ☐ | ✕ |

☐ Send email alert to user

Confirm or Cancel

(6)

NOTE: Users will see **ONLY** those courses you select.

3. Select how you want to filter for the courses:
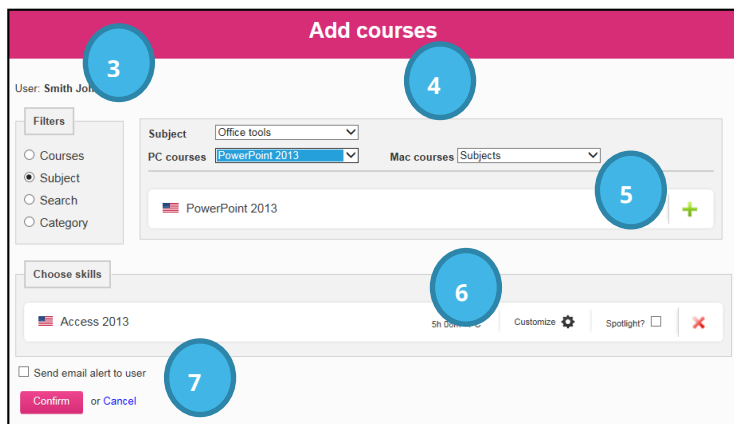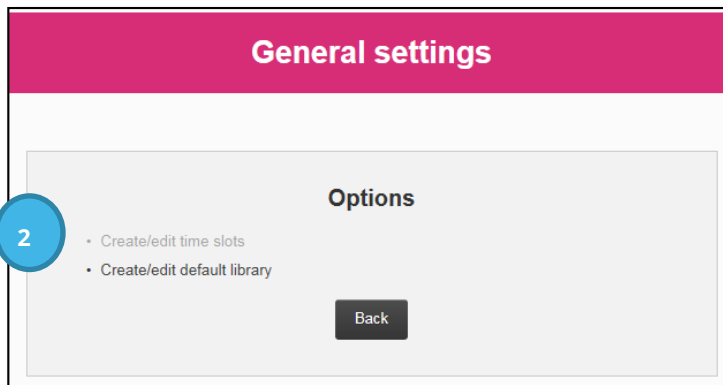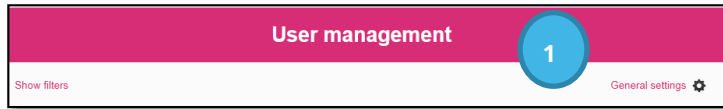   a. Courses – lists all individual courses alphabetically
   b. Search – search for the courses you want by name
4. Either select the course you want to assign from the drop down list (when Courses is selected), or type the search criteria.
5. Click the **green plus** sign to add the course for the user. Notice when you scroll through the list of courses, you need to choose the correct version and language option.
6. Once your Skills list is complete, click **Confirm**. You may also select the Send email alert to user option so the user receives an email notification of the assignment.

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Configure New Default Library

Use this process to set up a subset of the full library as the default library for all users to access during working hours. Setting a subset library up is not required, in fact, it is preferable to provide the full library to all users all the time. However, if you have a company policy about access to learning during working hours, this feature helps to maintain that.


NOTE: All users will see only those courses you have added to this library in their catalog. To return to the full library as the default, remove all courses from the list by clicking the red X.

1. Click the **General Setting** under Manage Users.
2. To edit the list of courses all users are entitled to, click **Create/Edit default Library**.
3. Select how you want to filter for the courses:
    a. Courses – lists all individual courses alphabetically
    b. Search – search for the courses you want by name
4. Either select the course you want to assign from the drop down list (when Courses is selected), or type the search criteria.
5. Click the **green plus** sign to add the course for the user. Notice when you scroll through the list of courses, you need to choose the correct version and language option.
6. For each course, you can click **Customize** to limit which course elements to make available. You can also select if you want the course to appear in the **Spotlight** section of the home page by selecting that checkbox.
7. Once your list is complete, click **Confirm**.

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Configure Time Slot for Default Library

If you configure a subset for the default library, use this process to configure when the default library is available to users. The full library of courses is available outside of these defined hours.
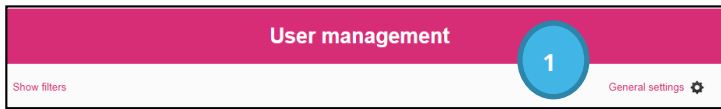
1. Click the **General Setting** under Manage Users.
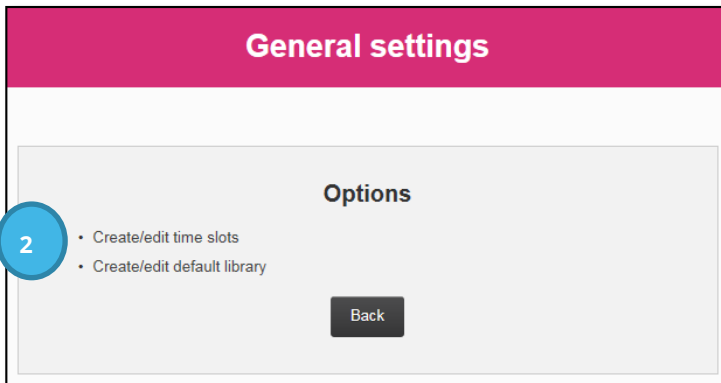
2. To edit when the user can access the courses from the catalog, click **Create/Edit Time slots**.
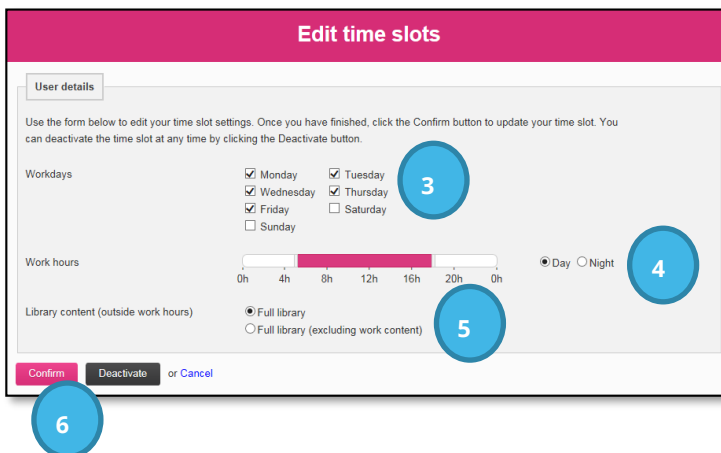
3. Select which days of the week the default library will be available.
4. Specify the time of day that the default library will be available during the days of the week specified.
5. Select which library option you want available outside of work hours.
   a. Full library
   b. Full library (excluding work content)
6. Click **Confirm**.