

LOG IN: Click the link provided, or type your Skillport 8 URL in a browser. Enter your username and password and click **Sign In**.



If configured on your site, may be able to register yourself.

(continued inside)

Skillport® 8

Quick Reference Card

for Learners



Skillssoft Ireland Limited

www.skillssoft.com

(placeholder for LC contact info)



SEE RECENTLY

VIEWED: You can find a list of your most recently viewed content items by clicking **Recently Viewed**.

VIEW UPCOMING

EVENTS: Find out about upcoming Live Events and Instructor Led Training sessions under **Upcoming Events**.

EXPLORE FEATURED

TOPICS: Content that your organization wants to feature can be listed in the **Featured Topics** dropdown. Click on a selection in the drop down to view more details.

FIND CONTENT: Find content of interest to you by using **Browse** or **Search**, or by selecting content presented on the page.

The screenshot shows the SkillsOff user interface. At the top, there is a navigation bar with the SkillsOff logo, user profile options (My Profile, Log Out, Help), and a search bar. Below the navigation bar, there are several menu items: Quick Links, Recently Viewed, See What's New, View Learning Plan, Browse The Library, and Visit Community. A notification badge with the number '1' is visible in the top right corner. The main content area features a user profile for Jane Smith, a central image of a hand interacting with a tablet, and a section titled 'Upcoming Events' with two items: 'Instructor Led Training Sessions' and 'Live Events'. Below this is a 'Featured Topics' section with a dropdown menu and a 'View' button. The bottom section displays three content items: 'Leadership KnowledgeCenter', 'GulokBlogs: Tony Schwarz: Manage Energy not Time', and 'The 3 Keys to Empowerment: Release the Power Within People for Astonishing Results'. Each item has 'Recommend', 'Details', 'Launch', and 'Save' buttons. Red arrows point from the text descriptions to these specific UI elements.

SAVE CONTENT: Found some great learning content? Click **Save** to save it to your learning plan so that you can easily return to it later. You can also create sets in your learning plan to help organize your content.

VISIT COMMUNITY:

Click **Visit Community** to view comments, activity, and recommendations in your community.

CHECK YOUR TO DO LIST:

Click the **To Do List** to find out if you have upcoming or overdue items in your learning plan.

RECOMMEND IT: Let others know about great content by recommending it and posting comments in your Community. You can also see what content others have recommended.