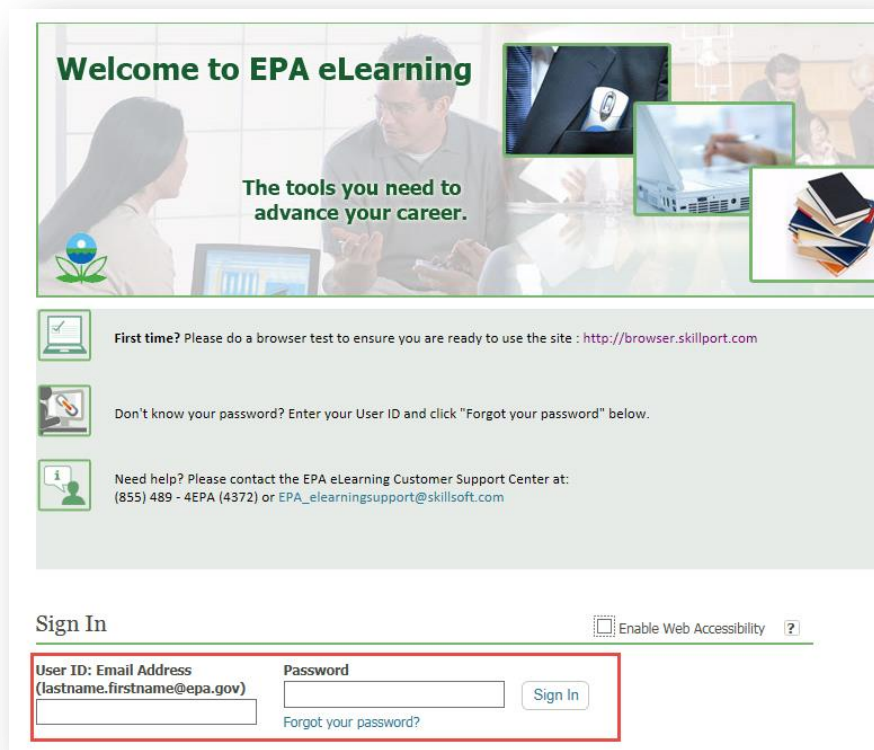


Quick Reference Guide: Getting Started with EPA eLearning / SkillPort




Sign in to EPA eLearning / SkillPort

Using an Internet browser, navigate to your EPA eLearning Sign In page, <http://epa.skillport.com>. Enter your username (EPA email address) and password and click **Sign In**. Note that passwords are case-sensitive.

Note: Passwords and Usernames will not change with the upgrade to SkillPort 8.



The screenshot shows the EPA eLearning Sign In page. At the top, there is a banner with the text "Welcome to EPA eLearning" and "The tools you need to advance your career." Below the banner, there are three informational icons and their corresponding text:

-  **First time?** Please do a browser test to ensure you are ready to use the site : <http://browser.skillport.com>
-  **Don't know your password?** Enter your User ID and click "Forgot your password" below.
-  **Need help?** Please contact the EPA eLearning Customer Support Center at: (855) 489 - 4EPA (4372) or EPA_earningsupport@skillssoft.com

Below the information is a "Sign In" section. It includes a checkbox for "Enable Web Accessibility" with a question mark icon. The sign-in form has two input fields: "User ID: Email Address (lastname.firstname@epa.gov)" and "Password". A "Sign In" button is located to the right of the password field. Below the password field is a link for "Forgot your password?".

Explore the What's New Page

Once you have signed in, the **See What's New** page displays.

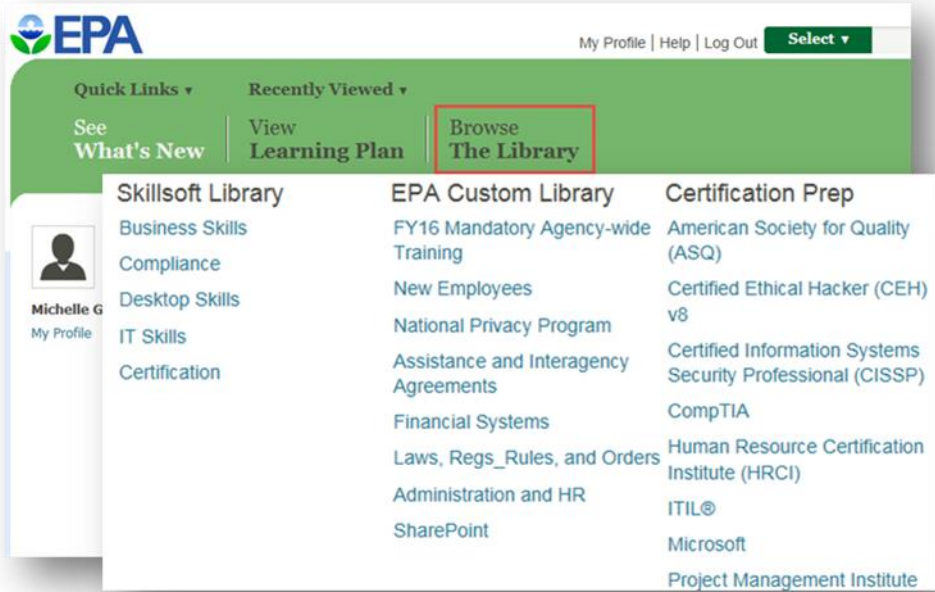
- Explore courses or other content highlighted by EPA in the Featured Topics area.
- Launch courses or books now, or save them to your learning plan.



Browse the Library for Content

Find content by clicking **Browse the Library** and selecting a subject.

- The SkillSoft library contains courses, books and videos available to all employees.
- The EPA custom library contains courses specifically designed for EPA employees, including mandatory training.
- The Certification Prep library contains resources to help employees prepare for industry certifications.

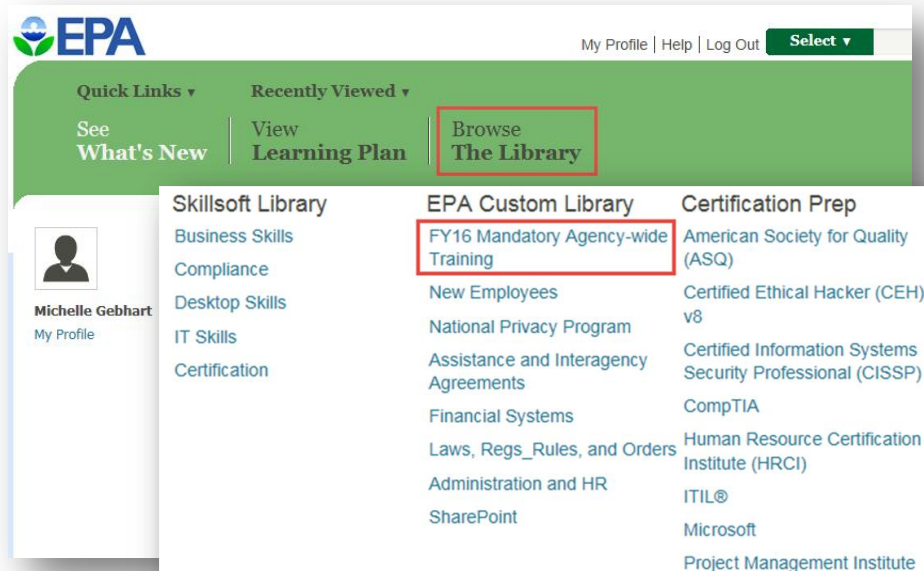


The screenshot shows the EPA Learning Management System interface. At the top left is the EPA logo. To the right are links for 'My Profile', 'Help', and 'Log Out', along with a 'Select' dropdown menu. Below this is a green navigation bar with three tabs: 'Quick Links', 'Recently Viewed', and 'Browse The Library'. The 'Browse The Library' tab is highlighted with a red box. A dropdown menu is open under this tab, listing three categories: 'Skillsoft Library', 'EPA Custom Library', and 'Certification Prep'. Each category has a list of sub-items.

Category	Sub-Items
Skillsoft Library	Business Skills Compliance Desktop Skills IT Skills Certification
EPA Custom Library	FY16 Mandatory Agency-wide Training New Employees National Privacy Program Assistance and Interagency Agreements Financial Systems Laws, Regs_Rules, and Orders Administration and HR SharePoint
Certification Prep	American Society for Quality (ASQ) Certified Ethical Hacker (CEH) v8 Certified Information Systems Security Professional (CISSP) CompTIA Human Resource Certification Institute (HRCI) ITIL® Microsoft Project Management Institute

Find Mandatory Training

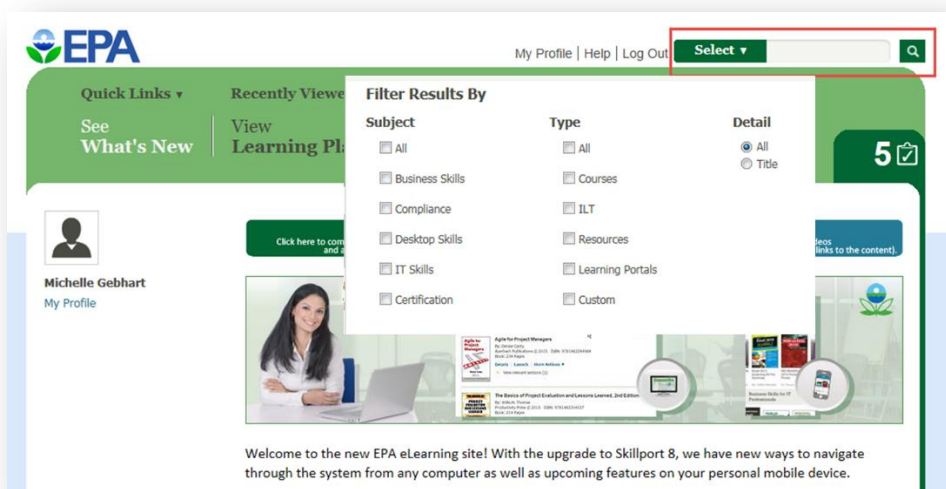
Find mandatory training by content by clicking **Browse the Library** and selecting “FY16 Agency-wide Mandatory Training” under the heading “EPA Custom Library.”



Search for Content

You can find content by using **Search**.

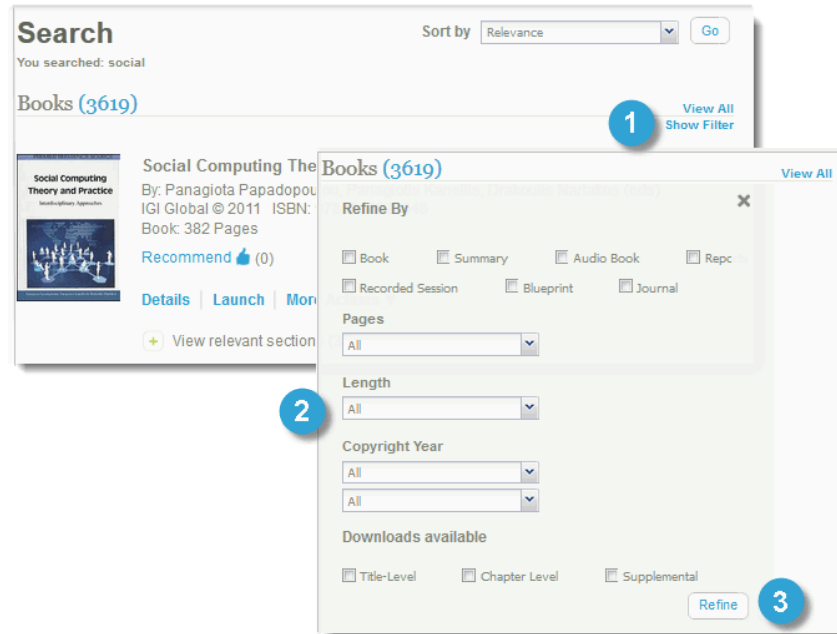
1. Enter terms in **Search** and click . You can also:
2. Select pre-search filtering options to refine your results prior to performing a search.



Use Advanced Search

After your initial search, you can refine your search results:

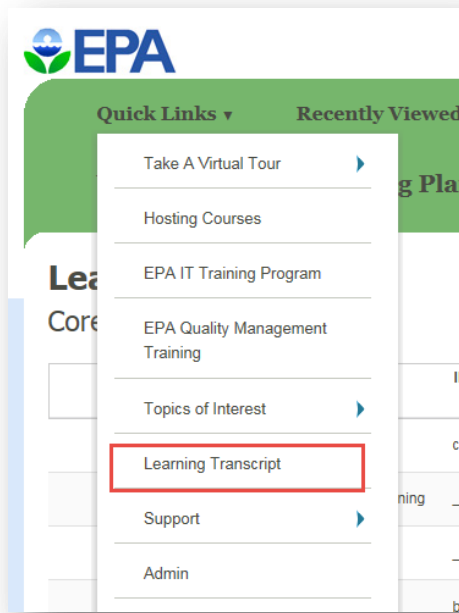
1. Click Show Filter. The Refine By dialog displays.
2. Select your refinements from the available options.
3. Click Refine to apply your filters.



Find your Learning Transcript / Certificates

You can quickly find content that you've recently accessed, and your completion scores and certificates.

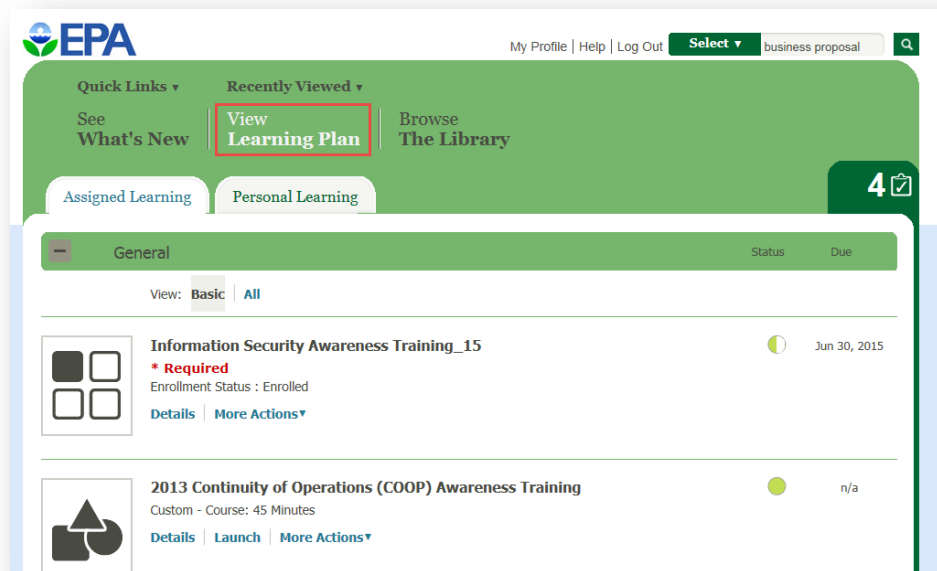
- Click **Quick Links > Learning Transcripts** to view your learning transcript.



Manage your Learning Plan

View and manage your assignments by clicking **View Learning Plan**. There are two tabs in your learning plan:

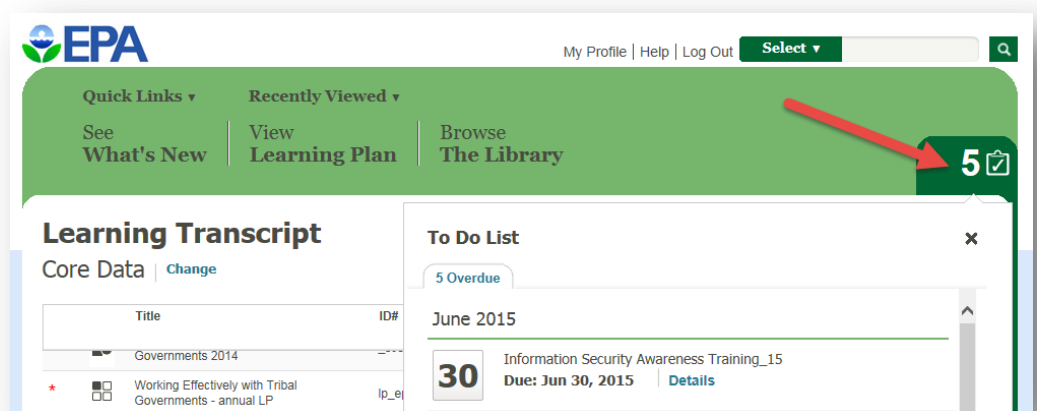
1. The Assigned Learning tab contains required training for all EPA employees, as well as training that has been assigned to you.
2. The Personal Learning tab contains content that you have saved, as well as any bookmarks in the Library that you have created.



Check your To Do List

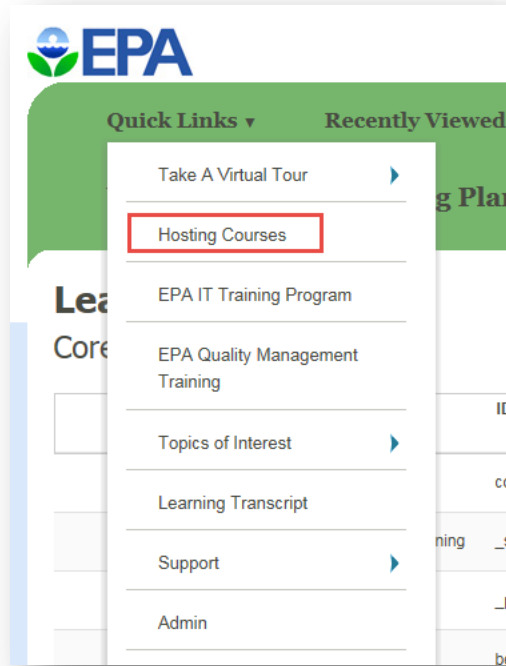
Use the **To Do List** to quickly view your upcoming and overdue content items without having to open your learning plan.

1. Click the **To Do List** icon.
2. View Upcoming and overdue items.



Hosting Courses

If your office is interested in hosting a course on the EPA eLearning site, select the “Hosting Courses” option under “Quick Links.” This will take you to an intranet page which outlines the process for making a course available on the EPA eLearning site.

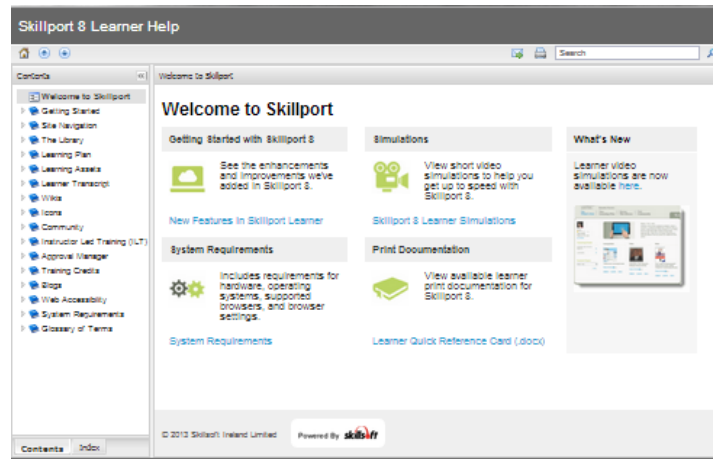


Learn More

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

- User Guides
- Videos
- System Requirements
- Print Documentation

http://documentation.skillssoft.com/en_us/skillport/8_0/ah



Contact

For assistance resetting your password and questions about using SkillPort 8, please contact the EPA eLearning Customer Support Center.

- Phone: (855) 489 – 4372
- Email: EPA_earningsupport@skillssoft.com

For Java upgrades, please contact [EZ Tech or your local helpdesk](#).

For questions regarding hosting courses on the EPA eLearning site, please contact the HQ EPA eLearning Managers.

- Joe Salama, 202-566-0697
- Sharon Ridings, 202-564-7584