

Logging into SkillSoft

Skillsoft is an online training provider with thousands of training courses and titles in the area of IT skills, desktop software skills (Microsoft Word, Adobe Creative Suite, and more), business leadership, coaching and mentoring, and business skills such as project management.

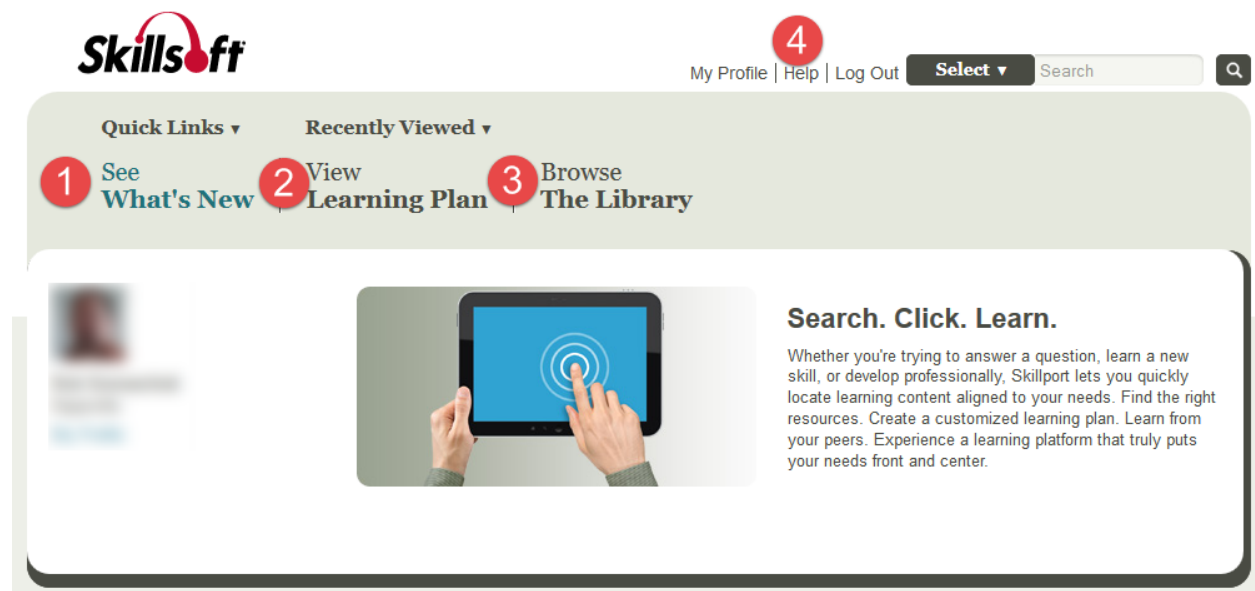
As a staff or faculty member of Benedictine University, you have unlimited access to the entire catalog of training materials in Skillsoft.

Happy learning!

To login:

1. Go to <https://is028.skillport.com/skillportfe/login.action>
2. Enter your full BenU email address as the Username and *bu1234* as the password. You will be required to change your email the first time you login. Please note that your Skillsoft login is not tied to the university's Active Directory. This means that your Skillsoft password does *not* change when you change your BenU password.

Once logged in, you'll see this screen :



1. "See What's New" – will display messages about new content, updated courses, etc. This is the default screen you'll see when logging in.
2. "View Learning Plan" – if you have requested specific training or if your supervisor has assigned specific classes or courses for you to take, you can access those directly from this tab. Additionally, you can save a class or course that you're currently working on or would like to save to take at a later date. Those saved courses also appear under this tab.

3. "Browse the Library" – this tab lets you access every course and class that is offered through Skillsoft. The basic sections are:
 - *Analyst Research* – this area contains training materials primarily geared towards Development and Operations in computer programming.
 - *Business Skills* – this area contains a lot of material in various areas of business. Training includes areas such as project management (for both PMP® and Six Sigma® certifications), business analysis, leadership and management, technology in business, and much more.
 - *Desktop Skills* – this is the area that most of BenU staff and faculty will find helpful. In this section, you can access all of the training materials for Microsoft Office, web and internet skills, Adobe Creative Suite, and related business software (such as Crystal Reports).
 - *IT Skills* – this area is primarily for IT professionals and dives deep into such areas as network development and administration, security, building starship warp drives, and software development.
 - *Certification* – if you are interested in getting professional certification in your area of expertise, these are the official study courses. Certification materials include Human Resources Certification Institute, Project Management Institute, ITIL, and a lot more. If, after going through the certification materials, you want to write certification exams for any of the Microsoft or CompTIA certifications, please contact Rob Domaschuk (rdomaschuk@ben.edu) to set up a testing date and time.

4. If at any time you find yourself stuck, Skillsoft has an excellent online help system. Just click help (a new window will appear) and you should be able to find your answer. If you are still stuck, please contact the help desk.