

FIU SkillPort Quick Start Guide


Thank you for taking the time to access FIU Skillport professional development website. The information that follows will help you quickly access the website and understand some of the features and benefits e-learning professional development opportunities.

Part I - Logging into the site

Step 1:

- a) Open your Web Browser
- b) Type in your browser address line <https://FIU.Skillport.com>
- c) Press ENTER and the login page below is displayed

FIU FLORIDA INTERNATIONAL UNIVERSITY v 8.0.6432



SKILLPORT
Professional Development Online

**A New Way to Advance
A Better Way to Learn**

Welcome to Skillport, your gateway to learning when and where you need it. Skillport helps you access the information you need. Apply new skills to your daily work. Get better at what you do.

Log in to get started.

Log In

Panther ID **Password**

[Forgot your user ID?](#) [Forgot your password?](#)

Step 2

- a) Enter your Panther ID
- b) Enter your initial **Password**, which is welcome

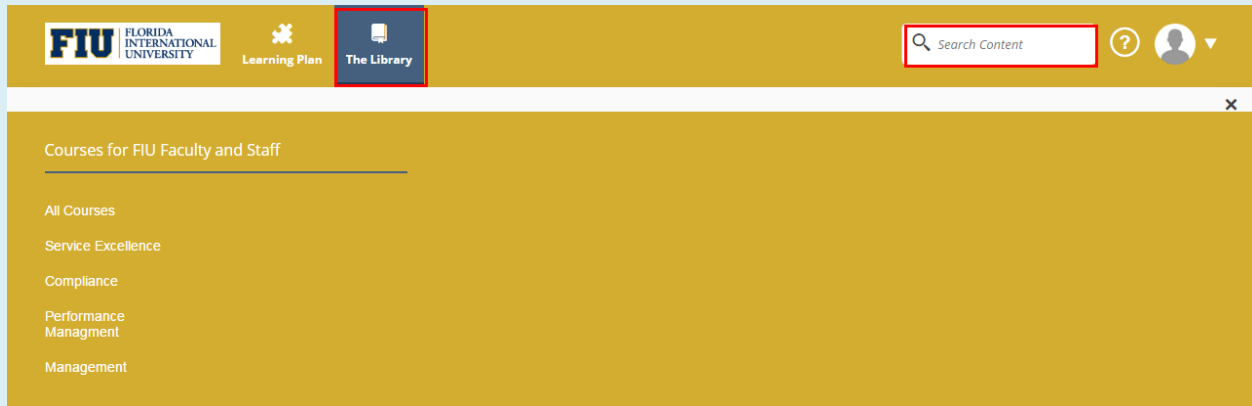
Note:

After logging in, you will be brought to the FIU Skillport homepage, as seen below

The screenshot displays the FIU Skillport homepage. The top navigation bar is yellow and contains the FIU logo, 'FLORIDA INTERNATIONAL UNIVERSITY', 'Learning Plan', 'The Library', a search bar labeled 'Search Content', and user profile icons. The left sidebar is white and contains sections for 'My Tasks' (with an 'Overdue' indicator), 'Quick Links' (including 'Skillport Virtual Tours', 'Test Browser Compatibili...', 'Learning Transcript', 'Support', 'Admin', 'My Approvals', and 'Approval Manager'), and 'Upcoming Events' (with a 'Live Events' indicator showing '3'). The main content area features a banner for 'SKILLPORT Professional Development Online' with icons for a keyboard, mouse, and Wi-Fi. Below the banner is the heading 'Search. Click. Learn.' followed by a paragraph: 'Whether you're trying to answer a question, learn a new skill, or develop professionally, Skillport lets you quickly locate learning content aligned to your needs. Find the right resources. Create a customized learning plan. Learn from your peers. Experience a learning platform that truly puts your needs front and center.' Below this is a list of links: 'Skillport 8 Quick Start Guide' and 'View a tour of Skillport 8'. At the bottom, there is a 'Recently Viewed' section with four thumbnail images of people.

Part II - Main Features

Click on the library the library icon to see the courses offered or use the search bar to find topics that might interest you.



Below are a three suggested courses to get you started:

1. Creating and Maintaining a Positive Work Environment
2. First Time Manager: Understanding the Manager's Role
3. Planning for Performance

Additional Features Available To You

Option 1

If at any time you need assistance with utilizing the **FIU** SkillPort Website click the **HELP** button, located in the upper right hand corner of the **FIU** SkillPort homepage.

Option 2

If you have questions about login instructions, course, or the course content and would like to connect with a Talent Acquisition Management & Development Representative, email tam@fiu.edu or call 305-348-3206.

Option 3

If you have technical questions and would like to connect with a live Customer Support Representative, visit <http://onlinesupport.skillssoft.com/> or click the support tab in the lower left hand corner of the homepage.

Option 4

For an introduction to SkillPort, [take a guided tour!](#) An animated presentation on SkillPort features reviewed in this guide is available on the SkillPort product page, which is accessible from <http://www.skillssoft.com/>

Option 5

Skillsoft elearning can help you earn academic credit toward undergraduate degrees, professional certification programs or continuing education units (CEU) that recognize time and effort spent in sharpening professional skills.

[Continuing Professional Education Programs](#)