1. Please login to the SkillPort system by going to [http://training.berry.edu/](http://training.berry.edu/).

You will login as ad\username (example: ad\jdoe for faculty/staff or ad\john.doe for current students).

Your password is your **Active Directory password**; for faculty and staff, this is the same as your email password.

---

**Berry College SkillPort**

**Online Training**

Sign in using your Active Directory credentials.

- Faculty/Staff: ad\jdoe
- Students: ad\first.last

<table>
<thead>
<tr>
<th>AD\username</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

[Sign in]

For assistance, please contact the Technical Support Desk at computing@berry.edu or via phone at: (706) 238-5838.

---

If you have trouble getting logged in, please try resetting your Active Directory password at [http://react.berry.edu/](http://react.berry.edu/). If you continue to have issues after resetting your password, please contact tsills@berry.edu.
Once you’re logged in, you have access to Berry’s entire content catalog. You are free to browse or search by topic, or you can use one of our playlists to get started with recommended trainings.

2. **Click on “Browse the Library” to view recommended trainings.**

Example: if you click on “Student Supervisors,” you’ll see some of the items we have selected for this playlist. Click on “All” next to Courses or Resources to view all the items in the playlist.

3. **To begin viewing a piece of content, click on “Launch” under the title.**

4. The player will launch in a separate pop-up window. Follow the on-screen instructions to get started.
5. At the end of the video session, please take the “Course Test” to complete the training.
6. You can view your scores and completion statuses by using the Quick Links and selecting “Learning Transcript.”

This screen will show you the courses you’ve viewed, your current score on the course test, and your completion status for individual items.