

1. Please login to the SkillPort system by going to <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"

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/>. 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.

Recently Viewed ▾

View Learning Plan | **Browse The Library**

Browse library in English (United States) ✕

	Skillssoft Library	Recommended for Faculty and Staff	Training for Student Employees
Analyst Research	Campus Security Authority	Basic Office Skills	
Business Skills	Safety and OSHA Training	Student Supervisors	
Compliance	Work Supervisors		
Desktop Skills			
IT Skills			

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.

Courses [ALL](#)

Resources [ALL](#)

First Time Manager: Understanding a Manager's Role
Course: 1 Hour
[Details](#) | [Launch](#) | [More Actions ▾](#)

Dispelling Myths
Job Aid
Course : First Time Manager: Understanding a Manager's Role
[Details](#) | [Launch](#) | [More Actions ▾](#)

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

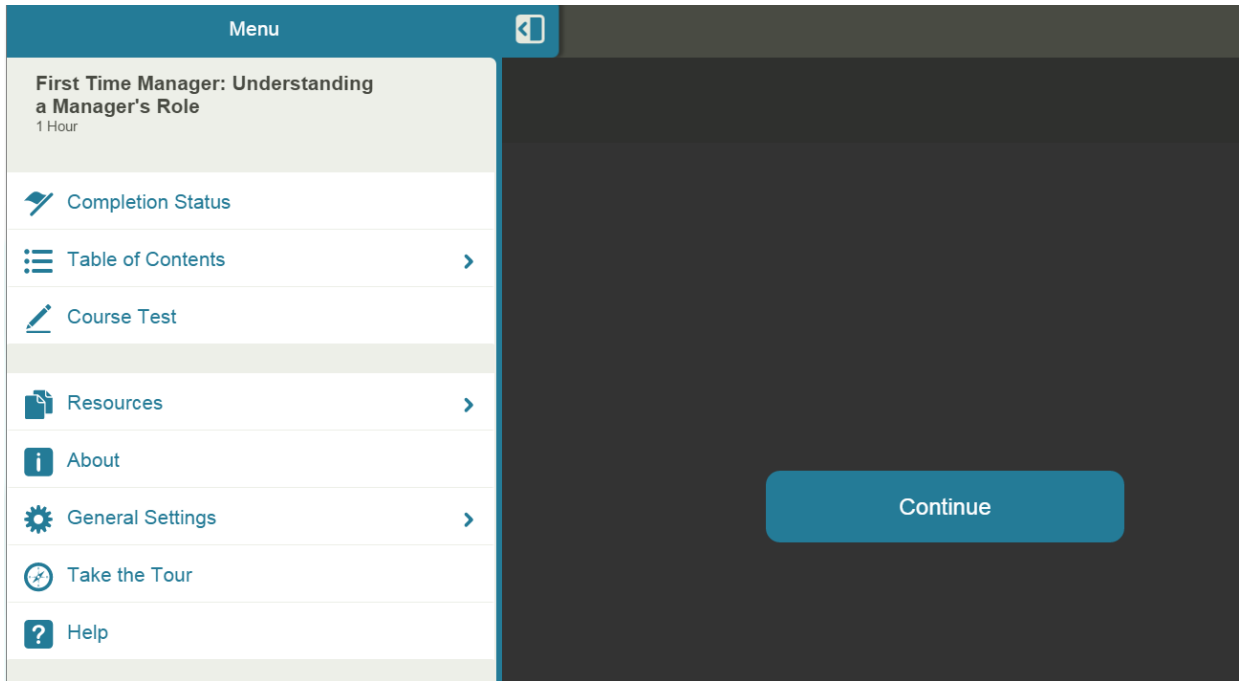
Courses [ALL](#)

Resources [ALL](#)

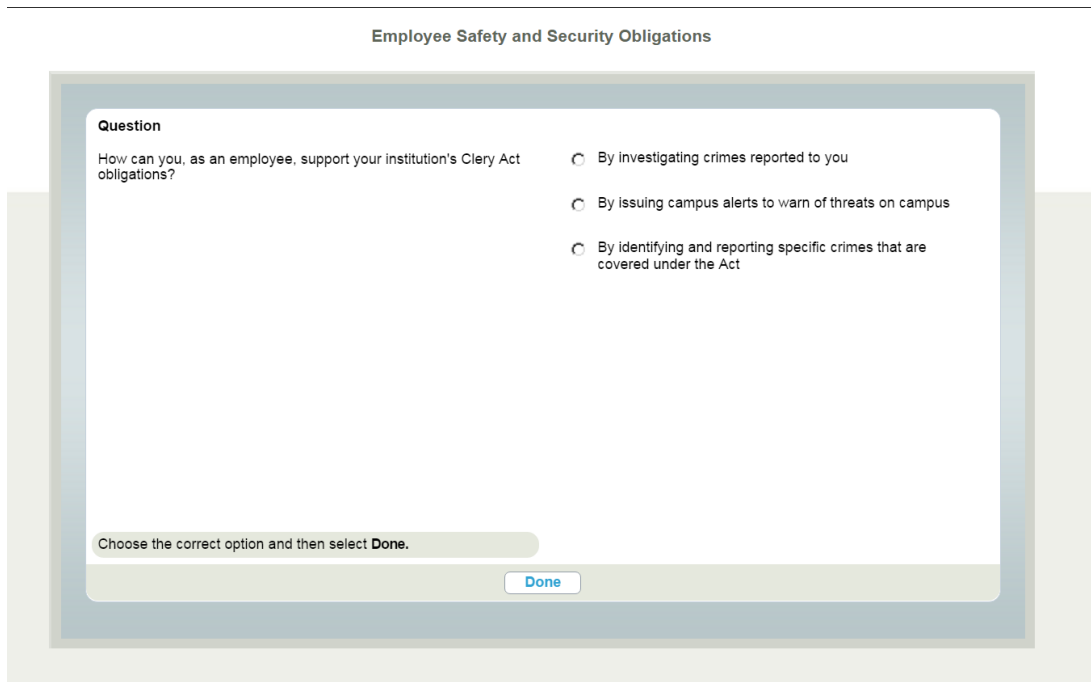
First Time Manager: Understanding a Manager's Role
Course: 1 Hour
[Details](#) | [Launch](#) | [More Actions ▾](#)

Dispelling Myths
Job Aid
Course : First Time Manager: Understanding a Manager's Role
[Details](#) | [Launch](#) | [More Actions ▾](#)

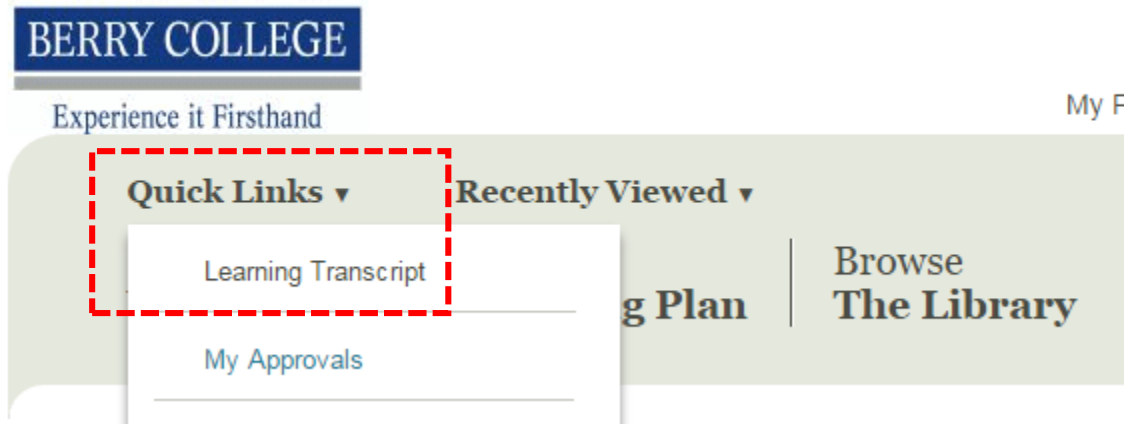
4. The player will launch in a separate pop-up window. Follow the on-screen instructions to get started.



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.

Learning Transcript

Core Show Filters View By **Date** | Set

Data

Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	
First Time Manager: Understanding a Manager's Role	mgmt_16_a01_bs_e	Jan 25, 2016	Jan 25, 2016	-	-	-	Actions ▼
Microsoft Outlook 2016: Viewing and Using Multiple Calendars in Outlook 2016	100093	Jan 25, 2016	Jan 25, 2016	N/A	N/A	N/A	Actions ▼
Campus to Corporate: Developing a Professional Image	pd_22_a02_bs_enu	Jan 25, 2016	Jan 25, 2016	-	-	-	Actions ▼
Campus Security Obligations Under Federal Law	lchr_01_a93_lc_enu	Dec 4, 2015	Jan 21, 2016	-	-	-	Actions ▼
Campus Security Authorities	lchr_01_a93_lc_enu	Dec 9, 2015	Dec 9, 2015	N/A	N/A	N/A	Actions ▼
Understanding the Code of Conduct	lchr_01_a91_lc_enu	Dec 3, 2015	Dec 3, 2015	N/A	N/A	N/A	Actions ▼
Student Rights Overview	lchr_01_a94_lc_enu	Dec 3, 2015	Dec 3, 2015	-	-	-	Actions ▼