

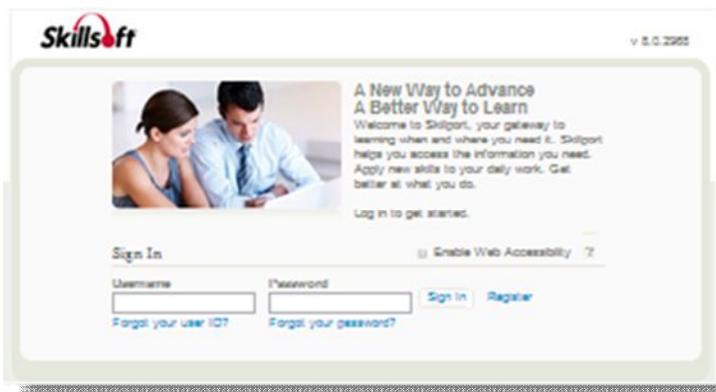
Getting Started with Learning on Demand

This guide will help you learn about important features and functionality in Learning on Demand.

Sign in to Skillport

In a browser, navigate to your Learning on Demand Sign In page:

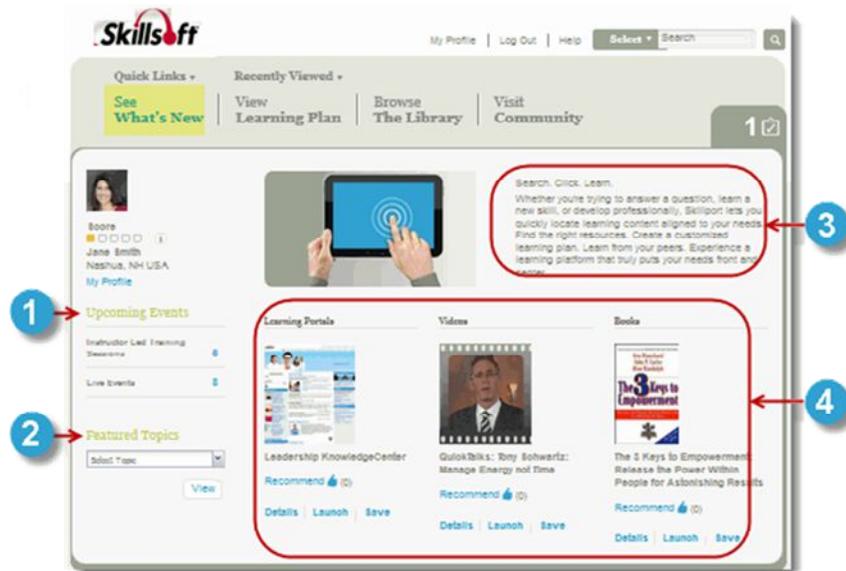
1. Log in to: learningondemand.skillport.com
2. Enter the username: Your State of Ohio User ID
3. Enter the password: “welcome” (not case sensitive)
4. You will be prompted to change your password and create a security question/answer. Create a strong password: Include eight (8) characters, four (4) letters and four (4) numbers.
5. Click Sign In.



Explore the What's New Page

Once you have signed in to Learning on Demand, the **See What's New** page displays. Depending upon your site's configuration, you may:

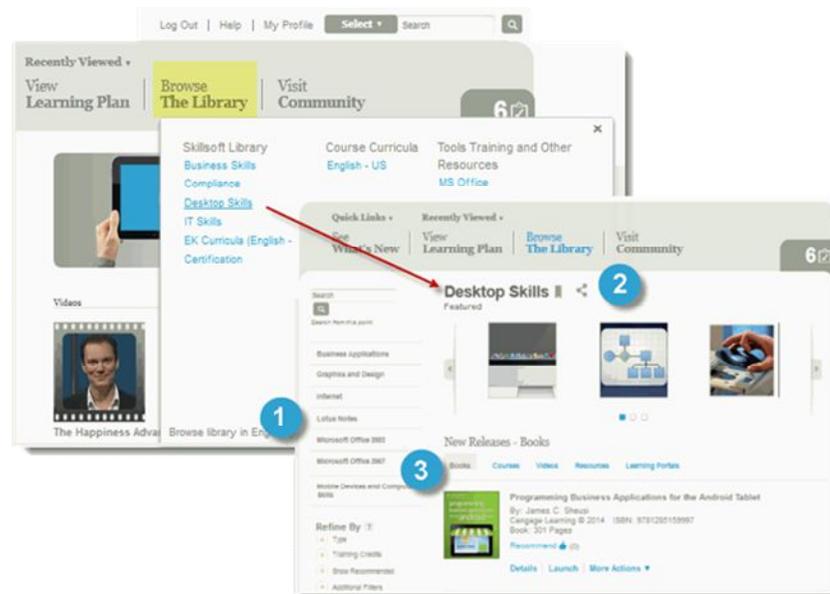
1. View scheduled Instructor-Led Training and Live Events under Upcoming Events.
2. Explore courses or other content highlighted by your organization in the Featured Topics area.
3. Find messages from your organization.
4. See promoted content to launch now or save to your learning plan.



Browse the Library for Content

Find content by clicking **Browse the Library** and selecting a subject. Content libraries may be organized by subject area or also by job role, competencies, or other areas relevant to your agency's training goals. Once you select a subject, you can filter your content options:

1. Use the filters and refinement options on the left.
2. View content options in the carousel.
3. Search through newly released content, organized by content type.



Search for Content

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

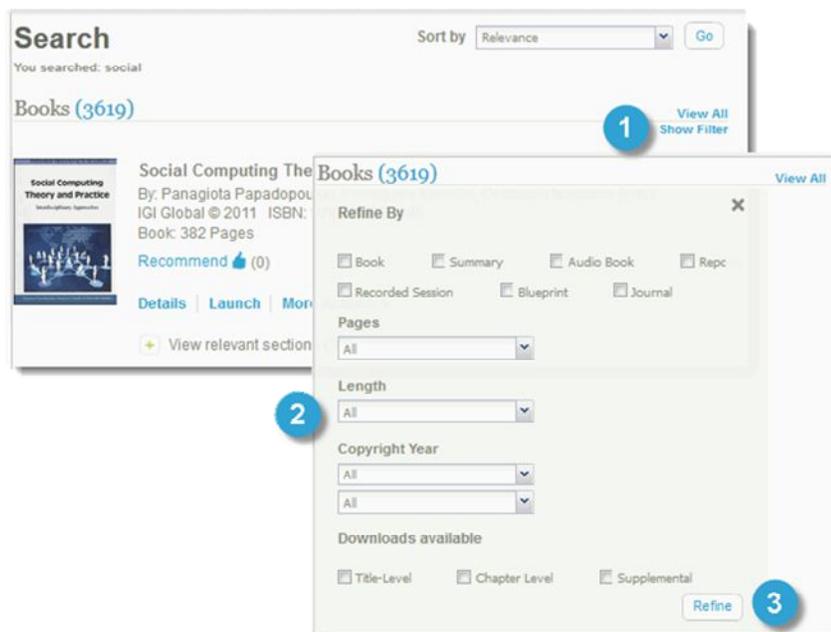
1. Enter terms in **Search** and click .
- You can also:
 2. Select pre-search filtering options to refine your results prior to performing a search.



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

Use Advanced Search

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 Recently Viewed Content

You can quickly return to content that you've recently viewed.

1. Click **Recently Viewed** to see a list of recent content items.
2. Click **Quick Links > Learner Transcripts** to view a transcript of all content that you've launched.



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 content that your manager has assigned to you. Development Plans are also found here.
2. The Personal Learning tab contains content that you have saved for completion, as well as any bookmarks in the Library that you have created.

To help organize your assignments, content on both tabs is arranged in sets.

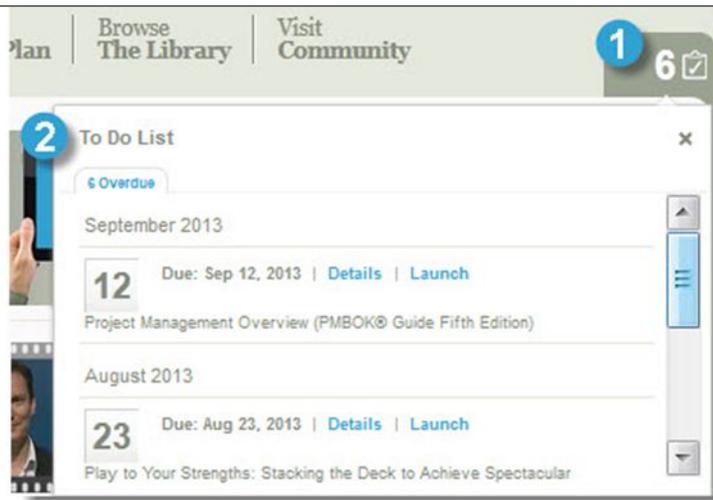


Check your To Do List

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

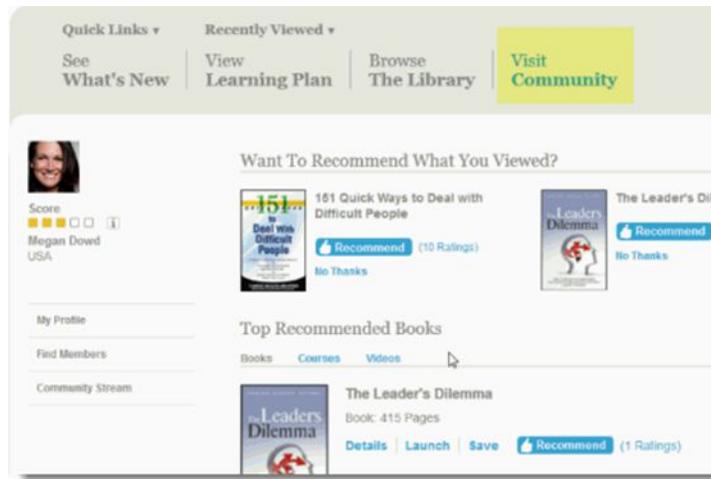
1. Click the **To Do List** icon.
2. View Upcoming and overdue items.

You can launch content directly from your To Do list, or click **X** to close and return to Learning on Demand.



Visit Community

If enabled on your site, click **Visit Community** to view your organization's social and collaborative place within Learning on Demand. You can share recommendations on content, post comments, and follow people within your organization.



You can share information about yourself, including areas of interest and expertise, by creating a community profile.

Click **My Profile** > **Community Profile** > **Edit** to create or edit your profile.

Note that participation in the Community is completely optional. You do not need to have set up a community profile to participate in the

Community. Recommending or commenting on content, or choosing to follow another community member, automatically joins you to the Community. You can go back and complete your profile at any time.

Learn More

Learn more about the features and functionality in Learning on Demand by visiting our online knowledge base. Helpful information includes:

- User Guides
- Videos
- System Requirements
- Print Documentation

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

