

**SIGN IN:** Click the link provided, or copy the URL into a browser.

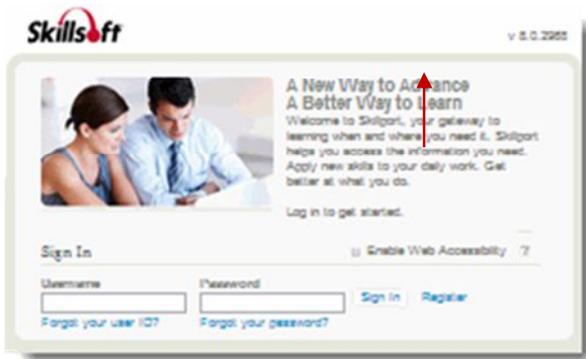
[Learningondemand.skillport.com](http://Learningondemand.skillport.com)

Enter your State of Ohio User ID

Enter your password: Of, if first time log in, enter welcome (not case sensitive)

Passwords must contain eight (8) characters, four (4) letters and four (4) numbers

**Click:** Sign In



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# LEARNING ON DEMAND

## Quick Reference Card for Learners

**OhioDAS**  
SERVICE · SUPPORT · SOLUTIONS  
DEPARTMENT OF ADMINISTRATIVE SERVICES

## SEE RECENTLY

**VIEWED:** You can find a list of your most recently viewed content items by clicking **Recently Viewed**.

## VIEW UPCOMING

**EVENTS:** Find out about upcoming Live Events and Instructor Led Training sessions under **Upcoming Events**.

## EXPLORE FEATURED

**TOPICS:** Content that your organization wants to feature can be listed in the **Featured Topics** dropdown. Click on a selection in the drop down to view more details.

**FIND CONTENT:** Find content of interest to you by using **Browse** or **Search**, or by selecting content presented on the page.

## VISIT COMMUNITY:

Click **Visit Community** to view comments, activity, and recommendations in your community.

## CHECK YOUR TO DO LIST:

Click the **To Do List** to find out if you have upcoming or overdue items in your learning plan.

## RECOMMEND IT:

Let others know about great content by recommending it and posting comments in your Community. You can also see what content others have recommended.

The screenshot shows the SkillsOff user interface. At the top, there is a navigation bar with the SkillsOff logo, user profile options (My Profile, Log Out, Help), and a search bar. Below the navigation bar, there are several menu items: 'Quick Links', 'Recently Viewed', 'View Learning Plan', 'Browse The Library', and 'Visit Community'. A 'To Do List' icon with the number '1' is also visible. The main content area features a user profile for Jane Smith, 'Upcoming Events' (Instructor Led Training Sessions and Live Events), and 'Featured Topics' with a dropdown menu. Below these are sections for 'Learning Portals', 'Videos', and 'Books'. Each item in these sections has 'Recommend', 'Details', 'Launch', and 'Save' options. Red arrows point from the text blocks to these specific UI elements: 'Recently Viewed', 'Search', 'Visit Community', 'To Do List', 'Upcoming Events', 'Featured Topics', 'Save', and 'Recommend'.

**SAVE CONTENT:** Found some great learning content? Click **Save** to save it to your learning plan so that you can easily return to it later. You can also create sets in your learning plan to help organize your content.