

How to Enroll in a Learning Program

Learning programs consist of a series of learning events assigned to you. The goal of a Learning Program is to track your training performance on a designated series of learning events. In order to start tracking your progress in a Learning Program you must **enroll**. You may be able to enroll yourself, or you may need to request approval to enroll from your manager.

The first step is to log on to Learn It Ohio.

The URL is <https://learnitohio.skillport.com/skillportfe/login.action>

At the bottom of the page in the space labeled Employee ID, enter your State of Ohio User ID as your user name.

Enter the password: welcome (not case sensitive) if this is your initial log on.

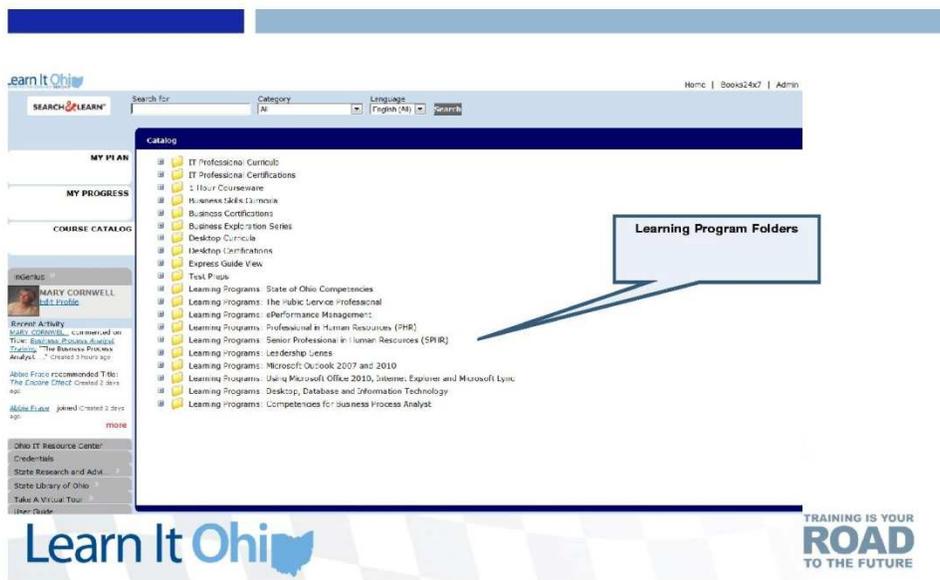
You will be asked to change your password and create a security question/answer. Your password must be at least eight characters long, and be four letters and four numbers.

The screenshot shows the 'First Time Log In' page for Learn It Ohio. The page has a blue header with the 'Learn It Ohio' logo and a navigation bar. The main content area is white with a blue border. It features a large image of a hand pointing at a screen with the 'Learn It Ohio' logo. Below the image is a 'Welcome to Learn It Ohio' message and a 'Log In' button. There are two callout boxes: one pointing to the 'Log In' button with the text 'Click to enable web accessibility tools, if desired' and another pointing to the 'Log In' button with the text 'State of Ohio User ID First time password = welcome'. At the bottom right, there is a 'Forgot User ID/Password Links' link. The footer contains the 'Learn It Ohio' logo and the slogan 'TRAINING IS YOUR ROAD TO THE FUTURE'.

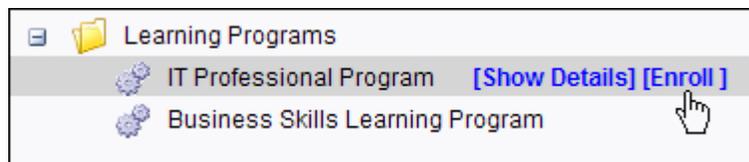
To enroll in Learning Program:

- Access the program or course by doing the following:
 - Browse the catalog and search for folders labeled Learning Programs. For example *Learning Program: IT Professional Program*.
 - Open the folder, and find the course materials that you wish to enroll.

Learning Programs



- Move your mouse over the title of the asset, and click the **Enroll** link that appears, as shown in the following example.



- If the learning program does not already exist in your MY PLAN. You might want to add it. By adding it to the MY PLAN area you will not have to search the catalog again and this will allow you to stop a learning session then pick it back up right where you left off.

➤ How to add it to your MY PLAN

- If you want to add the asset to MY PLAN, click **Yes**. In the **Add to My Plan** dialog box, enter the information as appropriate, and click **OK**. Adding the learning program as a personally assigned asset in MY PLAN allows you to specify and track your own personal goals and due dates for the asset.
- If you do not want to add the asset to MY PLAN, click **No**.

If approval by a manager is not required, the status of the learning program changes to Enrolled; otherwise, it changes to Pending Approval until it is approved by your manager or training administrator.

Note: Enrolling in a learning program or requesting approval to enroll in the course is considered the first step of "starting" the course; as a result, these assets are shown in MY PROGRESS once you have enrolled or requested approval to enroll. If your request to enroll is denied or you withdraw from the course, the entry within MY PROGRESS is automatically removed. However, you must manually remove the asset from your MY PLAN.

For Learn It Ohio questions, contact: Mary Cornwell, Training Program Manager of the DAS Office of Learning and Professional Development, at 614-995-0154 or Learnitohio@das.ohio.gov. For Skillssoft Technical support: 1.866.754.5435