

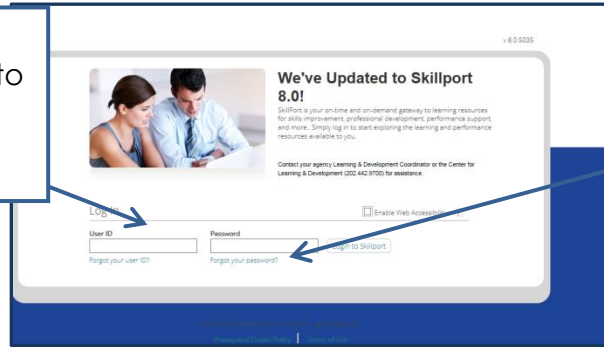
Quick Tips for SkillPort

Logging in for the first time

Step 1: Go to the SkillPort login page:

dchr.skillport.com

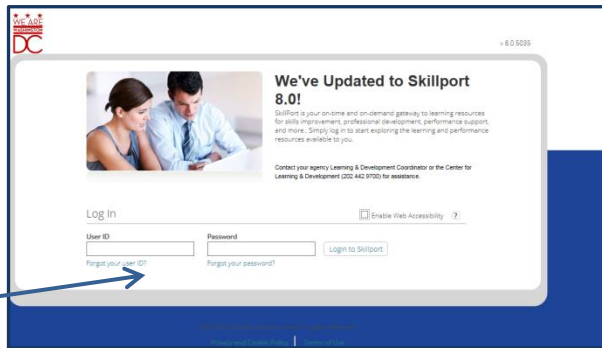
Step 2: Enter the same user ID you use to log into peoplesoft – usually first name.last name.



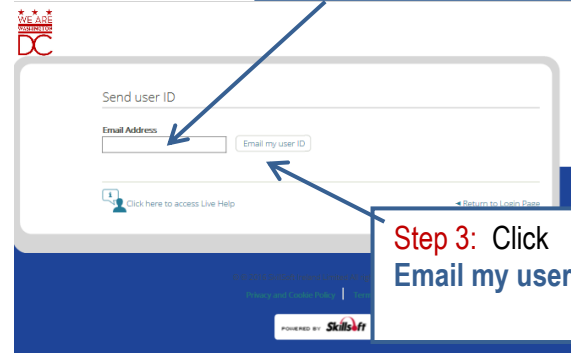
Step 3: Click "Forgot Password" and follow the steps to create a new password.

If you forget your user ID

Step 1: On the SkillPort login page, click **Forgot your user ID?**



Step 2: In the **Email Address** box, enter your District employee email

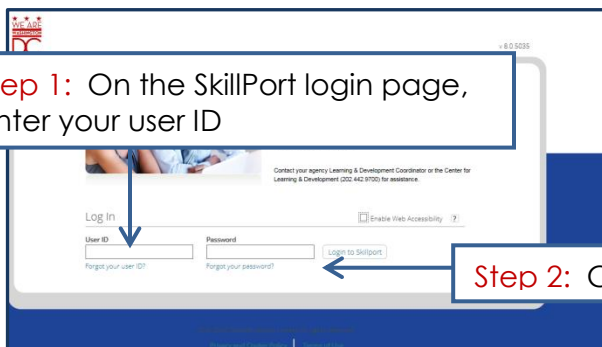


Step 3: Click **Email my user ID**

If you forget or want to reset your password

(to request a new system-generated password)

Step 1: On the SkillPort login page, enter your user ID



Step 2: Click **Forgot your password?**

Quick Tips for SkillPort

If you forget or want to reset your password

Con't.

The image shows three screenshots of the SkillPort interface. The first is the 'Reset Password' form with a text input for 'Where were you born?' and a 'Reset my password' button. The second is the 'Send Password' form with a 'Send me a new password' button. The third is the 'Login' form with a checkbox for 'Enable Web Accessibility', text inputs for 'User ID' and 'Password', and a 'Login to Skillport' button. Blue arrows point from the 'Reset Password' and 'Send Password' forms to the 'Step 3' callout, and from the 'Login' form to the 'Step 4' callout.

Step 3: Follow steps to reset password or click **Send me a new password**

You will receive an email with the subject line "Your SkillPort Learning Credentials" containing a new system-generated password

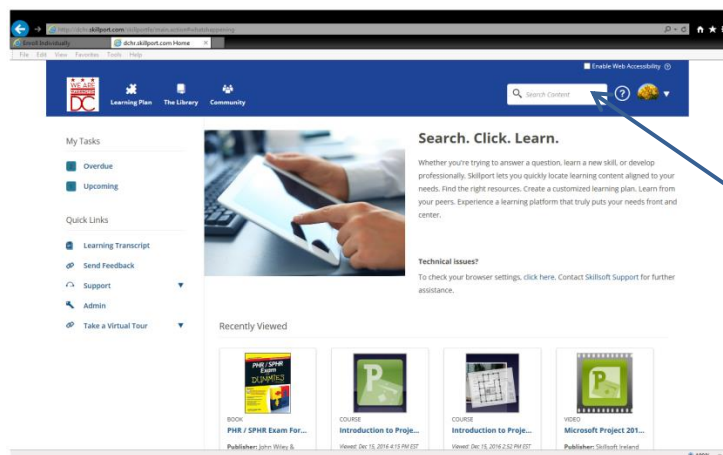
Step 4: Enter your user ID and the new system-generated password. Click **Login to Skillport**.

Step 5: Enter a new password and security question and answer that you will remember.
Note: The new password cannot be the same as one of your last five passwords.

The image shows the 'Update your profile' form with fields for: 'Enter your new password' (with a strength indicator), 'Confirm your new password', 'Security Question' (a dropdown menu with 'What is your mother's maiden name?' selected), 'Answer to Security Question' (with asterisks), and 'Email Address' (with 'jane.smith@dc.gov' entered). 'Submit' and 'Cancel' buttons are at the bottom.

Step 6: Click **Submit**

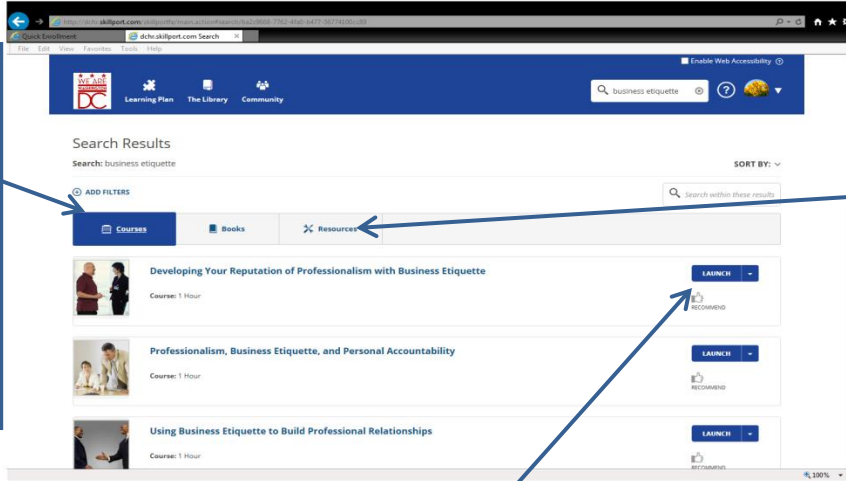
Start Your Learning



Use a "keyword" to search to locate the courses and/or other materials related to your desired subject matter.

Quick Tips for SkillPort

There are a variety of “resources” available on each topic:



Courses are training activities (usually 60 minutes in length) which address a specific topic and starts and ends with a test or assessment.

Resources is comprised of other learning tools such as **Job Aids, Skill Briefs, Business Explorations/Impacts and Challenges.** (Explanations below)

From here...
You can launch the course, read more details, save the course to your learning plan, etc.

Job aids are templates, checklists, etc. to help deliver on-time information on a specific topic.

Skill Briefs are 1- to 2-page supplemental fact sheets on a specific topic

Business Exploration/Challenge Series are short vignettes (5 – 30 minutes) focusing on a key concept.

For More Information on SkillPort...

Alfred Gamble | Human Resources Division
(202) 481-3844 – Office (direct)
alfred.gamble@dc.gov