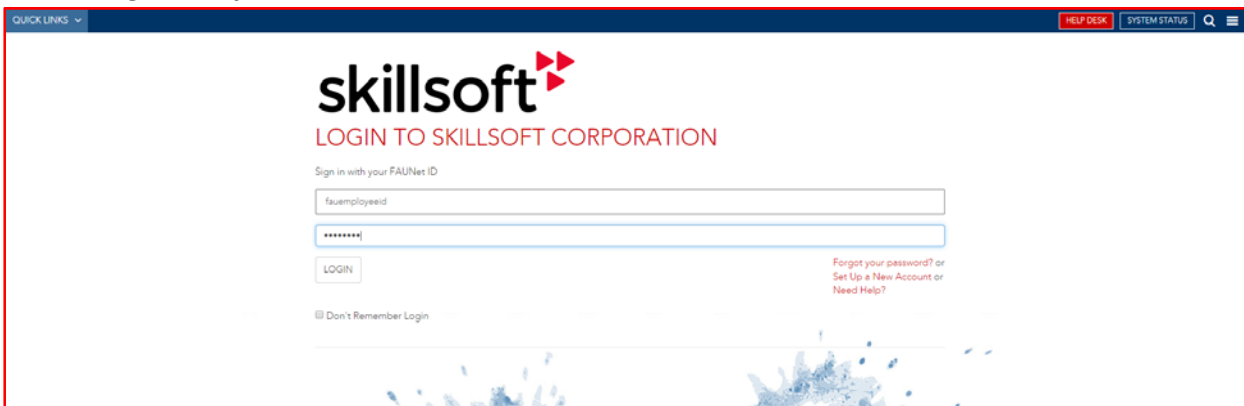


## Skillsoft Instructions:

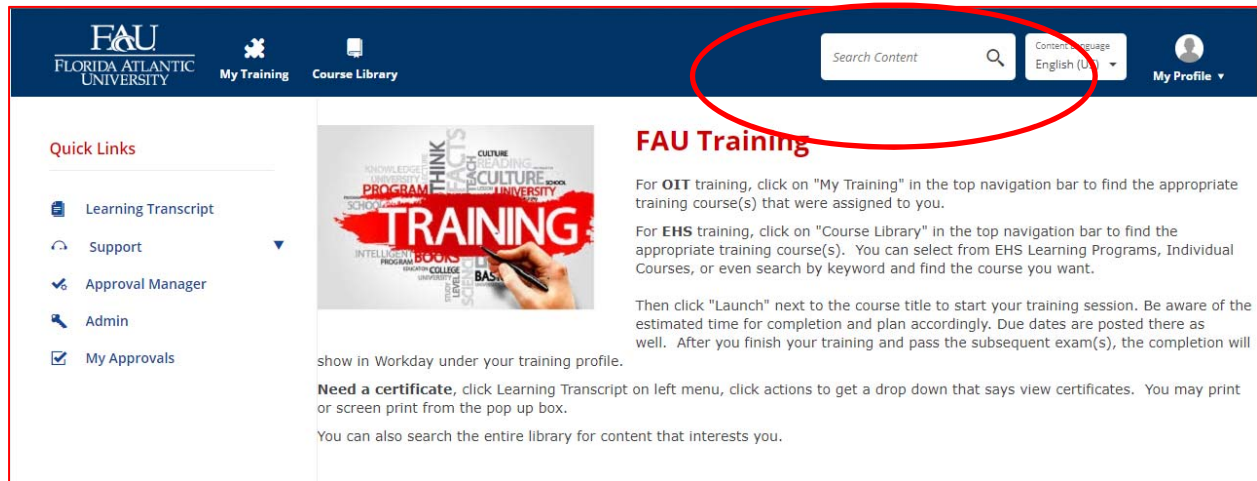
1. Access the FAU Skillsoft Training site at: <https://floridaatlantic.skillport.com>
2. Login with your FAU ID and Password



The image shows the Skillsoft login page for FAU employees. At the top, there's a navigation bar with 'QUICK LINKS', 'HELP DESK', and 'SYSTEM STATUS'. The main heading is 'skillsoft' in a large, bold font, followed by 'LOGIN TO SKILLSOFT CORPORATION'. Below this, it says 'Sign in with your FAUNet ID'. There are two input fields: one for 'fauemployeid' and another for the password, which is masked with asterisks. A 'LOGIN' button is positioned below the password field. To the right of the password field, there's a link that says 'Forgot your password? or Set Up a New Account or Need Help?'. At the bottom left, there's a checkbox labeled 'Don't Remember Login'.

If you have trouble logging in, send an e-mail with your full name and FAU User ID to [security-training@fau.edu](mailto:security-training@fau.edu). You must have a valid FAU e-mail and be an active employee or student to obtain access.

3. On the landing page, you have several choices
  - 3.a. You can click on the search box and search the content of the entire EHS training catalog



The image shows the FAU Training landing page. The top navigation bar includes the FAU logo, 'My Training', and 'Course Library'. A search box labeled 'Search Content' is highlighted with a red circle. To the right of the search box is a dropdown menu for 'Content Language' set to 'English (US)' and a 'My Profile' link. The main content area features a large graphic with the word 'TRAINING' in the center, surrounded by various related terms like 'KNOWLEDGE', 'THINK', 'CULTURE', 'PROGRAM', 'SCHOOL', 'UNIVERSITY', 'INTELLIGENCE', 'BOOKS', 'BASICS', 'COLLEGE', 'UNIVERSITY', 'CULTURE', 'UNIVERSITY'. Below the graphic, there's a section titled 'FAU Training' with instructions for finding training courses. It mentions that for OIT training, users should click on 'My Training' in the top navigation bar. For EHS training, users should click on 'Course Library' and can select from EHS Learning Programs, Individual Courses, or search by keyword. It also mentions that users can click 'Launch' next to the course title to start their training session. At the bottom, it says 'You can also search the entire library for content that interests you.'

### 3.b. You can click on the Course Library and Find a Course ...



The screenshot shows the FAU Training portal. The top navigation bar includes the FAU logo, a red circle around the 'My Training' icon, and the 'Course Library' icon. To the right are search and language options. The main content area is titled 'FAU Training' and provides instructions for finding training courses. It includes a 'Quick Links' sidebar with options like 'Learning Transcript', 'Support', 'Approval Manager', 'Admin', and 'My Approvals'. The main text explains how to find OIT and EHS training, how to launch a course, and how to view certificates.

**FAU Training**

For **OIT** training, click on "My Training" in the top navigation bar to find the appropriate training course(s) that were assigned to you.

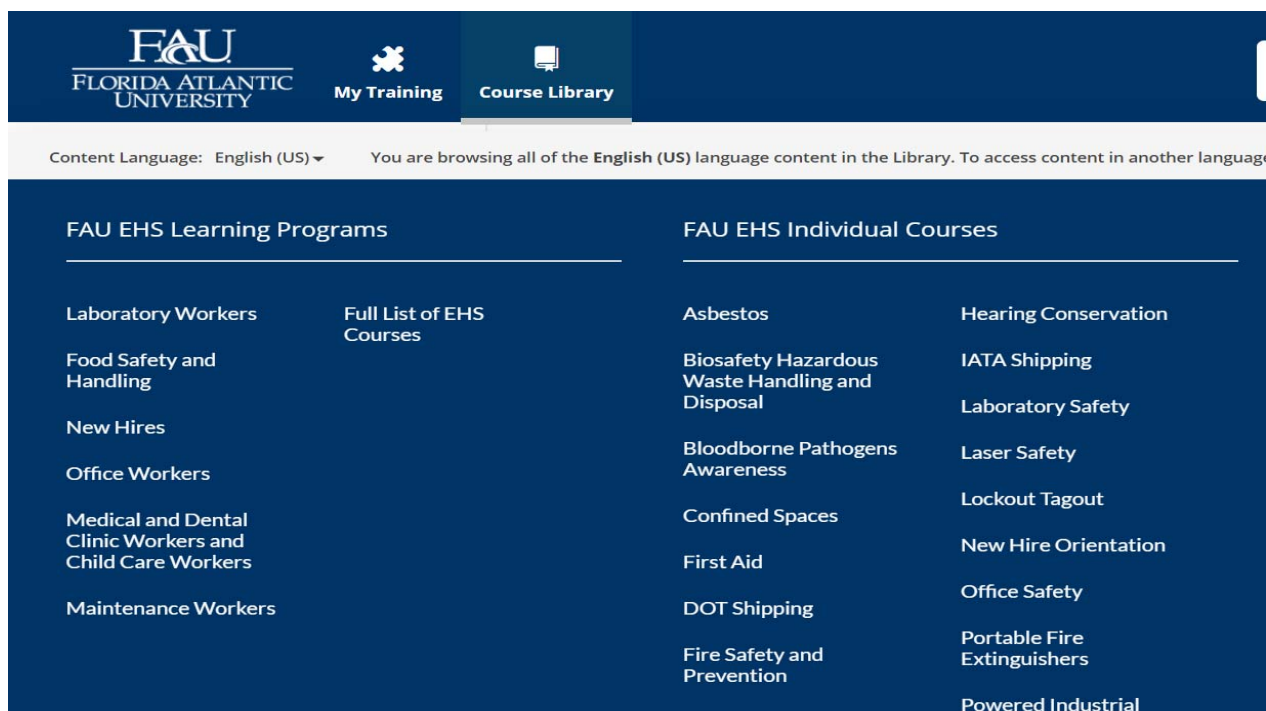
For **EHS** training, click on "Course Library" in the top navigation bar to find the appropriate training course(s). You can select from EHS Learning Programs, Individual Courses, or even search by keyword and find the course you want.

Then click "Launch" next to the course title to start your training session. Be aware of the estimated time for completion and plan accordingly. Due dates are posted there as well. After you finish your training and pass the subsequent exam(s), the completion will show in Workday under your training profile.

**Need a certificate.** click Learning Transcript on left menu, click actions to get a drop down that says view certificates. You may print or screen print from the pop up box.

You can also search the entire library for content that interests you.

### Course Library Page in Skillsoft



The screenshot shows the FAU Course Library page in Skillsoft. The top navigation bar includes the FAU logo, the 'My Training' icon, and the 'Course Library' icon. Below the navigation bar, there is a language selection dropdown set to 'English (US)'. The main content area is divided into two columns: 'FAU EHS Learning Programs' and 'FAU EHS Individual Courses'. The 'FAU EHS Learning Programs' column lists: Laboratory Workers, Food Safety and Handling, New Hires, Office Workers, Medical and Dental Clinic Workers and Child Care Workers, and Maintenance Workers. The 'FAU EHS Individual Courses' column lists: Asbestos, Biosafety Hazardous Waste Handling and Disposal, Bloodborne Pathogens Awareness, Confined Spaces, First Aid, DOT Shipping, Fire Safety and Prevention, Hearing Conservation, IATA Shipping, Laboratory Safety, Laser Safety, Lockout Tagout, New Hire Orientation, Office Safety, Portable Fire Extinguishers, and Powered Industrial.

**FAU EHS Learning Programs**

- Laboratory Workers
- Food Safety and Handling
- New Hires
- Office Workers
- Medical and Dental Clinic Workers and Child Care Workers
- Maintenance Workers

**FAU EHS Individual Courses**

- Asbestos
- Biosafety Hazardous Waste Handling and Disposal
- Bloodborne Pathogens Awareness
- Confined Spaces
- First Aid
- DOT Shipping
- Fire Safety and Prevention
- Hearing Conservation
- IATA Shipping
- Laboratory Safety
- Laser Safety
- Lockout Tagout
- New Hire Orientation
- Office Safety
- Portable Fire Extinguishers
- Powered Industrial

### 3.c. You can click on Learning Transcript to view your current, previous, and scheduled training.

**Quick Links**

- Learning Transcript**
- Support
- Approval Manager
- Admin
- My Approvals

## FAU Training

For **OIT** training, click on "My Training" in the top navigation bar to find the appropriate training course(s) that were assigned to you.

For **EHS** training, click on "Course Library" in the top navigation bar to find the appropriate training course(s). You can select from EHS Learning Programs, Individual Courses, or even search by keyword and find the course you want.

Then click "Launch" next to the course title to start your training session. Be aware of the estimated time for completion and plan accordingly. Due dates are posted there as well. After you finish your training and pass the subsequent exam(s), the completion will show in Workday under your training profile.

**Need a certificate**, click Learning Transcript on left menu, click actions to get a drop down that says view certificates. You may print or screen print from the pop up box.

You can also search the entire library for content that interests you.

## Learning Transcript

**Core Data** PRINT

**EDIT FILTERS** Status: Completed x Type: Courses x

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Course	Biosafety Hazardous Waste Handling and Disposal	ehs_hsf_a62_sh_en us	Sep 21, 2018	Sep 30, 2019	Sep 30, 2019	95	95	⋮
No	Course	Global Safety Principles: Laboratory Safety	ehs_hsf_c41_sh_en us	Sep 30, 2019	Sep 30, 2019	Sep 30, 2019	100	100	⋮
No	Course	Workplace Safety Orientation (Update Available)	esh_sah_a65_sh_en us	Sep 21, 2018	Sep 30, 2019	Sep 30, 2019	100	100	⋮

### 4. To print a certificate, click on Learning Transcript then click the three dots to the right of the course you want, select "View Certificate" and print.

## Learning Transcript

**Core Data** PRINT

**EDIT FILTERS** Status: Completed x Type: Courses x

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Course	Biosafety Hazardous Waste Handling and Disposal	ehs_hsf_a62_sh_en us	Sep 21, 2018	Sep 30, 2019	Sep 30, 2019	95	95	⋮
No	Course	Global Safety Principles: Laboratory Safety	ehs_hsf_c41_sh_en us	Sep 30, 2019	Sep 30, 2019	Sep 30, 2019	100	100	⋮
No	Course	Workplace Safety Orientation (Update Available)	esh_sah_a65_sh_en us	Sep 21, 2018	Sep 30, 2019	Sep 30, 2019	100	100	⋮
No	Course	Active Shooter 2.0	ehs_sec_b06_sh_en us	Jul 9, 2019	Jul 9, 2019	Jul 9, 2019	100	100	⋮
Yes	Course	Security Awareness for End Users	lchr_01_b11_lc_enu s	Jan 24, 2018	Jun 27, 2019	Jun 27, 2019	92	92	⋮

- Details
- View Certificate**
- Launch
- Progress Report

If you have any questions, please contact EHS at 561-297-3129 or [ehs@fau.edu](mailto:ehs@fau.edu)

