Are you interested in enhancing your job skills? Are there insufficient time and resources for the training you desire? If the answer is "Yes" we have a solution for you!

The Human Resources Department (HR), in partnership with the Division of Information Technology (DoIT) offers a training and development tool which allows faculty and staff an opportunity to enhance their professional and personal skills. **SkillSoft e-Learning** provides a wide variety of on-line courses that will assist in:

- Building the competencies needed for top performance in your current position;
- Developing your potential as you prepare for advanced assignments and promotions; and
- Learning skills that will help you develop your personal interests.

**Taking the Time for Learning**

**SkillSoft e-Learning** is designed to make learning easier and more convenient for you. With **SkillSoft**, you train at your own pace and create a personal training plan and schedule for completion of courses. **SkillSoft** courses are available 24 hours a day, 7 days a week, from any computer with internet access.

**Training Tailored to Your Needs**

Through audio/visual instruction and live simulation scenarios, **SkillSoft e-Learning** offers preparation for industry certification in the areas of HR, Finance, IT, and many others.

You can brush up on the basics of Microsoft Office applications, enhance your customer service skills, or increase your knowledge in other areas such as leadership and supervisory skills, interviewing techniques, interpersonal skills, accounting, project planning, marketing, and many IT-specific courses.

Courses are offered in a variety of lengths and formats, including the interactive “Business Exploration Series.”

For more information about **SkillSoft e-Learning**, visit [www.umbc.edu/skillsoft](http://www.umbc.edu/skillsoft).

There you will find a ‘Quick Start Guide’ and a link to view the entire course catalog without logging in. After logging in, video tutorials are available within **SkillSoft**.

**New Users** – New UMBC faculty and staff are given an account within 2 months; earlier by request. Graduate Assistants can get an account by request.

**Before getting started:** Click the links on the left panel of the DoIT **SkillSoft** webpage screen to learn more about **SkillSoft** workstation requirements, handy tips, and more.

**NOTE:** Please choose either Internet Explorer, Chrome, or Safari as your browser to run **SkillSoft** courseware.

**To log in** use your FULL email address for both username AND password, as shown:

**Username:** johnsmith@umbc.edu

**Password:** johnsmith@umbc.edu

If you choose, you can change your password within SkillPort.

**Questions? Problems logging in? Forgot your user ID or password, or need an account?**

Contact UMBC Training and Organization Development at ext. 5-6262 or e-mail: hrtraining@umbc.edu

**Technical difficulty with using SkillPort?** Call toll-free: 866-SKIL-HELP (866-754-5435) or e-mail support@skillsoft.com
SkillSoft’s latest content innovation, the Business Exploration Series, was designed to be visually rich and engaging and is ready to work for you! This new series has been added to our Business Skills Courseware Library.

The Business Exploration Series provides learners with scenario-based learning to experience real-world situations in safe, exploratory environments and includes two different learning assets:

<table>
<thead>
<tr>
<th>Business Impact Series</th>
<th>Challenge Series</th>
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<tbody>
<tr>
<td>• Analyze frequently encountered business problems and deliver practical solutions.</td>
<td>• A practical solution that briefly immerses learners in a business situation, and gets them back to the job with tools to apply the concepts in their place of work.</td>
</tr>
<tr>
<td>• Each Business Impact focuses on a key scenario, uses innovative video and animation techniques to dramatize its core elements, and recommends a specific course of action.</td>
<td>• 15 to 20 minute interactive case studies focused on analysis, problem solving, and decision making within first-person role-play targeted at a specific business scenario.</td>
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<tr>
<td>• Take just 5 to 10 minutes to complete.</td>
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The Business Exploration Series brings to life problems and solutions for a wide range of business and professional topics:

- Project Management
- Leadership
- Management
- Human Resources
- Six Sigma
- Sales
- Call Centre
- Finance & Accounting
- Professional Foundations

To locate the Business Impacts and Challenge Series, simply drill down to the Business Exploration Series folder located in your SkillPort Catalog.

For SkillSoft login information and a Quick Start Guide go to: [www.umbc.edu/skillsoft](http://www.umbc.edu/skillsoft)

NOTE: To login, remember to use your full UMBC email address for both username and password (unless you have changed your password).