SKillPort Quick Start Guide

Prior to logging into SKillPort you may need to run the following updates.

Open the Software Center by clicking on Start > All Programs > Microsoft System Center 2012 R2 > Configuration Manager > Software Center

Update Java by selecting the checkbox next to Java Runtime Environment and clicking Install Selected as pictured here:

Follow the same steps to update Internet Explorer, Firefox and Adobe Flash Player.

***Multiple applications may be selected at once.

NOTE: If you are a MAC user, you will need to be using Safari (preferably version 6 or above) and ensure that your pop up blockers are enabled.
Log In and Log Out

To log in to SkillPort

1. In a browser, navigate to the SkillPort login page. https://grcc.skillport.com/
2. In the Employee ID box, enter your W number (example w1234567).
3. In the Password box, enter your legal first name (lowercase) plus the last four digits of your W number (example mary4567).
   Passwords are case-sensitive, all lowercase.
4. Click Log In.
5. If you are logging into SkillPort for the first time, you might be required to do the following:
   a. In the Security Question box, select a security question that you want to answer to authenticate you in the event that you forget your user ID or password.
   b. In the Answer to Security Question box, enter the answer to the security question.
   c. In the Email box, enter your grcc email address.
   d. Click Submit.
   This information allows you to retrieve your user ID or reset your password if you later forget it.

To log out of SkillPort

6. Click Log Out in the upper-right corner of the SkillPort page.

Access Assigned Training

To access your assigned training

1. Click “View Learning Plan”
2. To view details of the training click “Details” to begin the training click “Launch”

3. After clicking “Launch”, a new window will appear. If you agree to the question, select “Yes”
4. A summary screen of topics covered will appear. To begin, click “Begin Course”

5. Page through the slides by clicking the forward arrow. To go back to a previous slide, click the backward arrow.
6. If you need to close the training before viewing all slides, click the “x” in the upper right hand corner.

7. To confirm you would like to exit the course click “Yes”. Note: this confirmation also indicates your current status in the training.