Develop your potential and direct your future with

**Skillport**

What is Skillport?

The Skillport online learning system provides access to registration for [UA orientation](#) plus instructor led training and webinars as well as web-based courses, books, and other online learning assets designed to enhance professional development.

**Skillport is:**

- free to current University employees
- available 24 hours a day, 7 days a week
- self-paced
- convenient
- accessible from any computer with an internet connection

All University employees have access to Skillport's Desktop curriculum, which covers common desktop applications and skills. Great for those who need on-demand access to information and training on topics such as Microsoft Word, Excel, or PowerPoint, this collection is also for those needing to learn or update their desktop application skills.

Departments can purchase additional licenses to access Business and IT Professional courses and resources. Both of these provide online courses, books, expert mentoring, certification prep courses and exams, and blended learning resources.

How do I access Skillport?

The Skillport site can be accessed at [https://uahr.skillport.com](https://uahr.skillport.com).

UA employees login in with the following:

- User Name: myBama user name (ex. jsmith)
- Password: CWID

How do I learn more?

The *Skillport Quick Start Guide* and other resources for UA users are available via the HR Learning & Development website.

HR Learning & Development offers monthly *Getting Started (or Starting Over) with Skillport* sessions and quarterly *Skillport: What's New* sessions.

We are also happy to provide individual consultations and group workshops on-site and in the HR Learning and Development training space. Please contact us to schedule.

For questions about Skillport content and login access, or to arrange a time to take Skillport courses in our computer lab, please contact HR Learning & Development.

**HR Learning & Development**

http://hr.ua.edu/learning-development

205-348-9700

HRLearningandDevelopment@ua.edu

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**SPOTLIGHT ON: MICROSOFT OFFICE 2013**

All UA employees have access to the following Microsoft Office 2013 courses in Skillport:

- **Beginning Word**
- **Advanced Word**
- **Beginning Excel**
- **Advanced Excel**
- **Power User Excel**
- **Beginning Outlook**
- **Advanced Outlook**
- **Beginning PowerPoint**
- **Advanced PowerPoint**
- **Microsoft Project 2013**
- **SharePoint for End Users**
- **SharePoint for Power Users**

Microsoft Office for Mac 2011 and older Office courses are also available.
In order to meet state and federal requirements as well as University policy, University employees and students may be required to take mandatory training on specific topics. Many of the mandatory compliance training topics must have the course or a refresher course completed on an annual basis.

**Which courses am I supposed to take?**

All faculty, staff, and student employees must take mandatory compliance training on these topics: Child Protection Policy, Hazard Communication: An Employee’s Right to Know, and Harassment. Additional training may also be assigned based on employment status, work environment, or course enrollment.

**When are the courses due?**

New employees must complete the Child Protection Policy, Hazard Communication: An Employee’s Right to Know, and Harassment courses within 30 days. In future years, you will be notified of annual training requirements through your supervisor and via an email notice (notices are sent at least 60 days prior to the annual due date).

**When will I receive notification?**

Compliance training is administered via the Training Academy online learning system. You won’t be active in Training Academy until your hiring department completes all of the paperwork necessary to add your information to the payroll/human resources system. Employee data from that system is loaded into Training Academy weekly. When you are able to access the courses, you will receive a training notice sent to your official UA email address (myBama accounts for faculty and staff and Crimson accounts for students).

**How do I access the courses?**

The email notice will include a link to and instructions for accessing Training Academy, along with information about course requirements and due dates. Check your spam folder, and, to ensure delivery of notices, add these addresses to your “safe sender” list: noreply@skillsoftcompliance.com, compliancesupport@skillsoft.com

**I don’t have access to a computer during my work hours. What do I do?**

Work with your supervisor to make arrangements to complete the training. You might use a computer available:

- In your home department
- In the HR Learning & Development computer lab (G54 Rose Administration; call 205-348-9700 to schedule a time)
- In the Environmental Health & Safety computer lab (410 Campus Drive; call 205-348-5905 to schedule a time)

Contact HR Learning & Development to request accommodations or discuss additional options.

**Who can I call for help?**

| For questions concerning login access or assignments in Training Academy, please contact HR Learning & Development. | HR Learning & Development  
http://hr.ua.edu/learning-development  
205-348-9700  
HRLearningandDevelopment@ua.edu |
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| For technical questions and support, please contact your department’s IT staff, the IT Service Desk, or Skillsoft Customer Support. | IT Service Desk  
205-348-5555  
ITSD@ua.edu  
Skillsoft Customer Support  
http://support.skillsoft.com  
866-754-5435  
support@skillsoft.com |