

# SKILLPORT TRAINING SITE GUIDE

**What does it provide?** SkillPort provides thousands of on-demand training courses, videos, books, and other training resources free of charge to all Coast Guard Active Duty and Civilian employees.

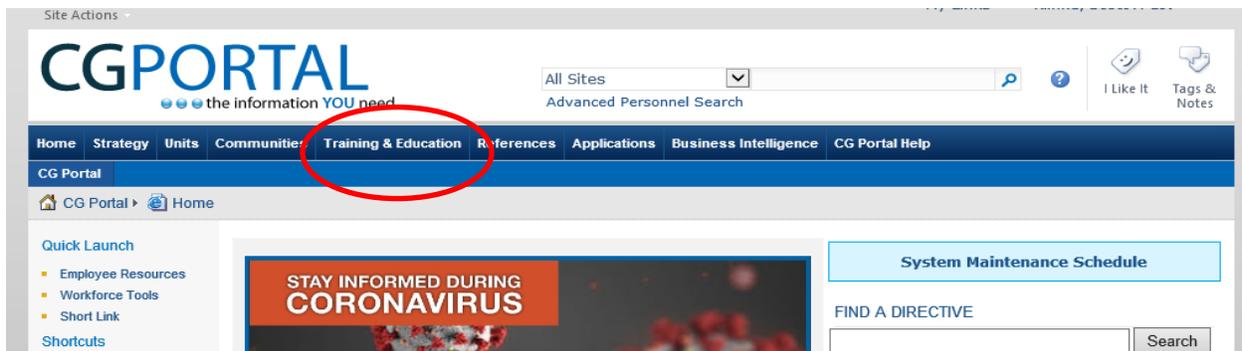
**What are some types of courses it provides?** MS Office 2016, business analysis, communications, customer service, finance, human resources, leadership, project management, management, and much more.

**Can I access Skillport from home?** Yes! You just need a CAC reader and PC. You do NOT need to be connected to the CG Network via VDI or VPN. To reduce bandwidth, it is recommended you not access Skillport when connected via VDI or VPN.

**How do I access Skillport?** You can access it through the SkillPort link on CG Portal Training and Education link. Here is the direct link. <https://cg.portal.uscg.mil/training/SitePages/Skillport.aspx>

Or you can follow the below steps to gain access:

1. Go to CG Portal <https://cg.portal.uscg.mil>. Once on CG Portal click on the “Training and Education” tap.



2. Click on “Skillport” under the “Available Training” column at the far left of the page.



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3. Click “Enter” at the far right of the screen where it says “Skillport”.



4. You are now logged into your personal Skillport training account. This is what the main screen looks like.

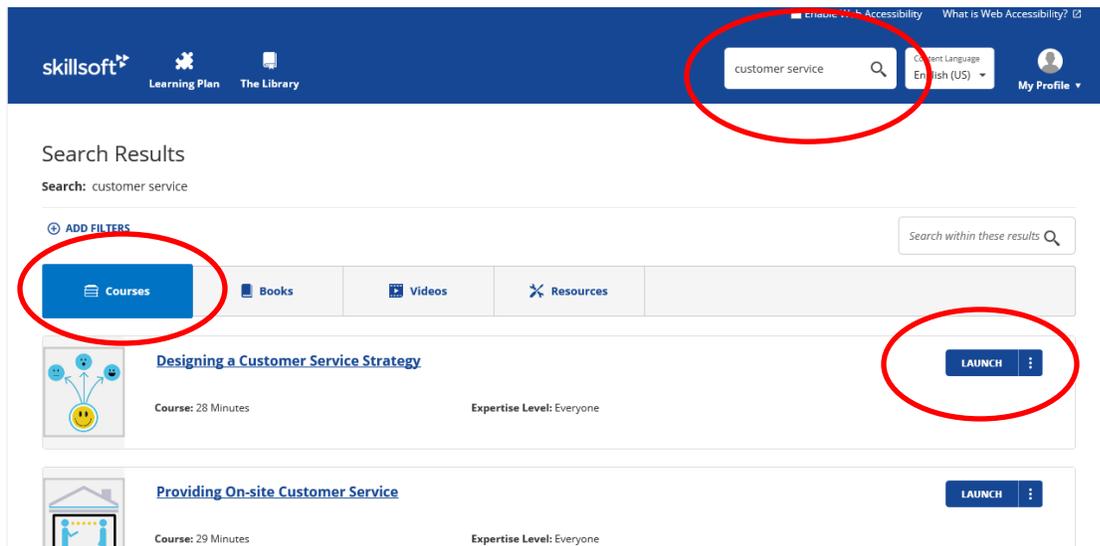


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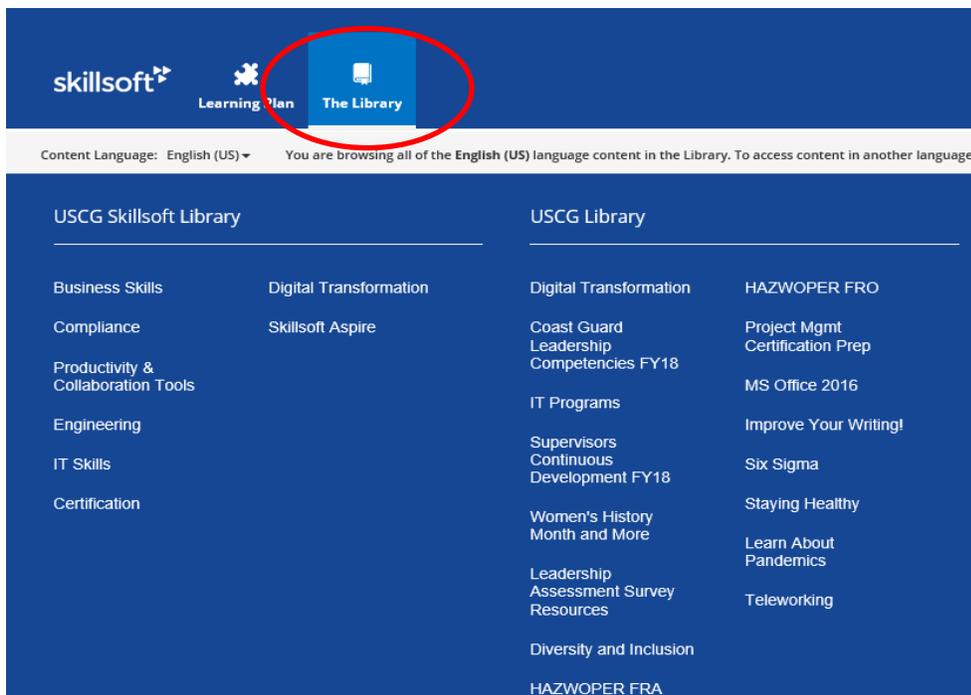
**How do I use Skillport and find courses to take?** One easy and quick way is to use the “Search Content” function. Simply enter the type of training you want to take. For example, “customer service”. The results will show up as seen below.

You can then filter by “Courses”, “Books”, “Videos”, or “Resources.” In this example we will select “Courses”.

Then simply click on “Launch” to take the course of your choosing.



Another easy way to find course content is to click on “The Library.” This will provide you a list of training topics you can then navigate to.



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**Does Skillport track/record my training?** Yes. On any page in Skillport, you simply click on “My Profile” at the top right of the screen, and then select “Learning Transcript.”

See below an example of a transcript. You can even print your transcript to PDF and email it to your supervisor, if they want to know what training you have completed.

skillsoft Learning Plan The Library customer service Content Language English (US) My Profile

### Learning Transcript

Core Data [PROGRESS DATA VIEW](#) PRINT

[ADD FILTERS](#)

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Course	<a href="#">Dealing with Customer Service Incidents and Complaints</a>	acs_02_a04_bs_enus	Apr 8, 2020	Apr 8, 2020	-	-	-	
No	Course	<a href="#">Introduction to IT Project Management</a>	PROJ0351	May 22, 2009	Aug 14, 2009	-	-	-	

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**How many courses can I take?** You can take as many courses as you like; however, if completing during the work day, please check with your supervisor.