What does it provide? SkillPort provides thousands of on-demand training courses, videos, books, and other training resources <u>free</u> 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 <u>not</u> 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. <u>https://cg.portal.uscg.mil/training/SitePages/Skillport.aspx</u>

Or you can follow the below steps to gain access:

1. Go to CG Portal <u>https://cg.portal.uscg.mil</u>. 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.



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.



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.

skillsoft [⊭]	🚅 Learning Plan	The Library			ustomer service	Q Co En	ent Language lish (US) 👻	My Profile V
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	Course: 29 Minut	tes	Exp	ertise Level: Everyone				

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

skillsoft ^{**}	arning Van The Library		
Content Language: English	(US)	lish (US) language content in the Libra	ry. To access content in another languag
USCG Skillsoft Libr	ary	USCG Library	
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Compliance	Skillsoft Aspire	Coast Guard Leadership	Project Mgmt Certification Prep
Productivity & Collaboration Tools		IT Programs	MS Office 2016
Engineering		Supervisors	Improve Your Writing!
IT Skills		Continuous Development FY18	Six Sigma
Certification		Women's History	Staying Healthy
		Month and More	Learn About Pandemics
		Leadership Assessment Survey Resources	Teleworking
		Diversity and Inclusion	
		HAZWOPER FRA	

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.

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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.