Skillsoft Instructions

The following instructions will demonstrate how to log onto Skillsoft.

STEP 1

1. Log onto the Skillsoft site to begin the Management Series using the following internet address: http://dhmh.skillport.com/skillportfe/login.action

2. Enter your user ID and password in the appropriate fields on this screen. The user ID and password are case sensitive; therefore, please enter them exactly as they appeared in the email that was sent to you from the Training Services Division.
3. Press the LOGIN button that is located directly below your password.

STEP 2

Once logged in, either click on Browse the Library on the top to see a listing of all courses, or View Learning Plan to see any specific courses that may have been assigned to you.

STEP 3

If you are taking a simulation course, make sure on the first screen that you select **Score Mode**. When TSD or you print your records, only this mode will record that you have completed the course

STEP 4

If you ever have questions, either technical or content, you may contact the mentor that has been chosen for your facility/agency, or you may contact:

Paulina Nicolaides, 410-767-1887
paulina.nicolaides@maryland.gov

If you have technical difficulties, you should contact Skillsoft support at 1-866-754-5435.