

DOUGLAS COUNTY CIVIL SERVICE COMMISSION ELEARNING COURSES (SKILLPORT)

First Time Accessing SkillPort:

- Confirm computer has Adobe Flash Version 10 or 11. To download Adobe Flash:
<http://get.adobe.com/flashplayer>.
- Confirm that your computer has Java. To download Java:
<http://www.java.com/en/download/index.jsp>.
- Click “Internet Explorer.”
- Confirm the Pop-up Blocker has been disabled (Tools).
- Confirm screen size is 100% (bottom right hand corner of screen).

1. Enter <http://dchronlinetraining.skillport.com>
2. Welcome to Douglas County Civil Service Commission message.
 - a. Enter *username*, which is the first two letters of your first name and complete last name. For example, Debbie Smith, username would be desmith.
 - b. Enter *Password: Welcome1* (or previous password you created).The username and password are case sensitive. You must accept the disclaimer prior to moving to eLearning courses. Click “*Login to Skillport.*”

My Plan

3. Click “*My Plan.*” The courses available for you to complete will be listed.
4. *Move mouse over the course title, and Click on “Launch.”* Remember to “Refresh” after completing each course.

eLearning Course

5. Read the “Conditions of Self-Monitored Training” page and Click “*Accept.*”
6. Click “*Begin Course*” bottom right side of the page. Proceed through course using the arrow button. When matching, drag the letter (choice you select) to correct answer.
7. You may “Turn Audio Off” or “Turn Auto Advance Off” by clicking the button (bottom right side of page). If you “Turn Auto Advance Off” you continue to the next page by clicking on the arrow button on the bottom right side of the page.

Interruptions

8. If you are interrupted while taking an eLearning class, click “*Pause*” (bottom right side of screen) and the system will automatically save where you left off in the course (bookmark).

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Questions

9. If you experience launching course issues or course functionality issues, please contact Technical Support at 1-866-754-5435, 24x7, for assistance. When contacting Technical Support, please reference “dchronlinetraining” as your URL.

Technical Support will ask you for your e-mail address. If you do not have an email address, give carol.donnelly@douglascounty-ne.gov (this is for tracking purposes only).

10. If you have password or username problems, contact Carol Donnelly, at carol.donnelly@douglascounty-ne.gov or 444-6553.