Getting Started with ULearnIT (powered by Skillsoft)

This guide will help you learn about important features and functionality in ULearnIT.

Note: If you do not know your login credentials, please email learning@pinellascounty.org.

Sign in to ULearnIT

Click the ULearnIT icon on your desktop.

Enter your username (Employee Number ex: 65431) and password, check the disclaimer and click **Login to Skillport**.
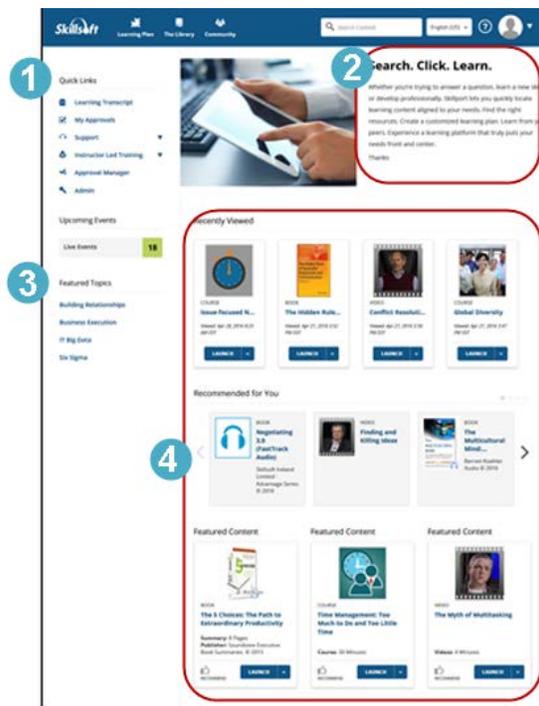
**Note that passwords are case-sensitive.

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Explore the Home Page

Once you have signed in to ULearnIT, the **Home** page displays. The Home page provides easy access to content and actions you use most often in ULearnIT:

1. Access **Quick Links**, containing key popular options such as Learning Transcript and Support.
2. Find messages from your administrator in this area.
3. View Featured Topics, which are specific courses or content highlighted by your administrator.
4. See Recently Viewed items, as well as view recommended and featured content.


View The Library

Find content by clicking **The Library** and selecting a subject. The Library contains all of the content to which you are entitled.
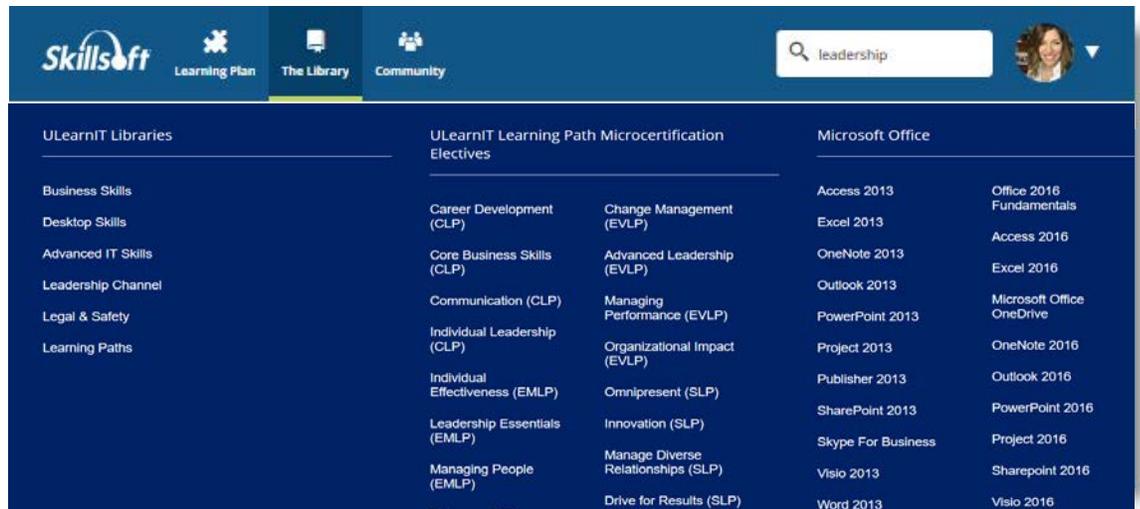
Browse The Library

Once you select a subject, content is grouped by asset type, such as courses, books, videos, and resources. You can:

1. View content options in the carousel.
2. Select the tab that corresponds to the content type that you are interested in.
3. Choose a category in the left-hand menu to view related content items.
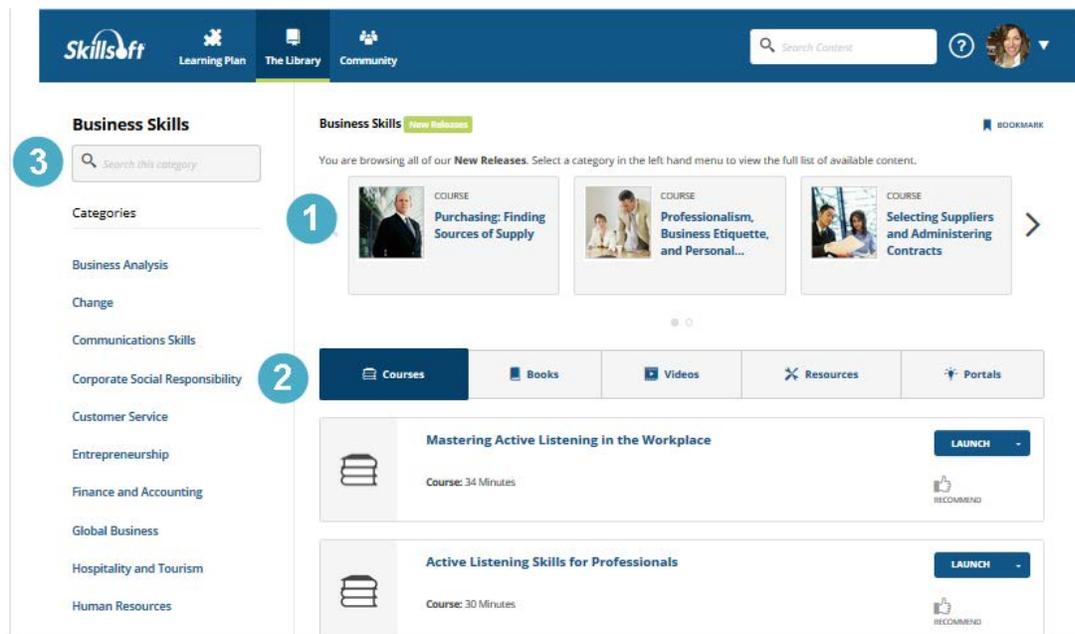
Search for Content

Use **Search** at the top right to quickly locate content.

1. Enter terms in **Search** and click 🔍 or press the **Enter** key.
2. View your returned search results, organized in tabs.
3. Search within the results to further refine the content displayed.
4. Select **Sort By** to sort content alphabetically, by publish date, or by recommendations.
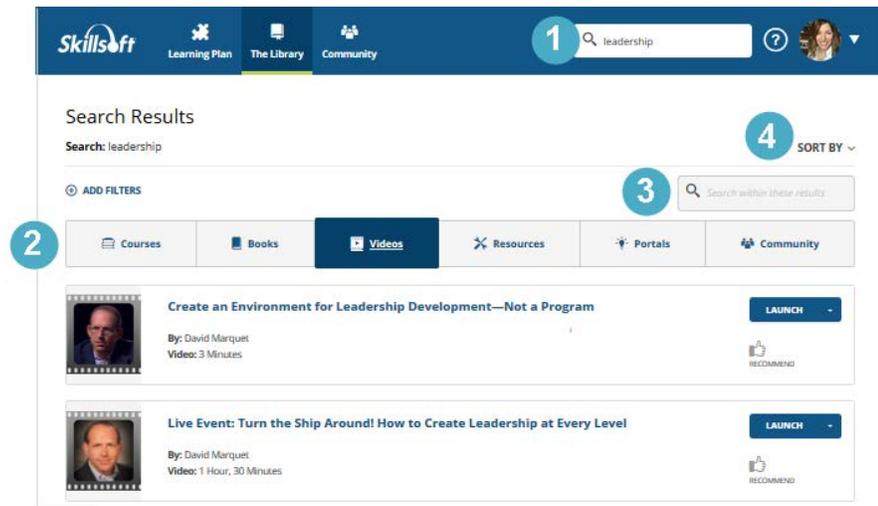
Use Filters

After your initial search, you can refine your search results by applying filters. Click **Add Filters** to:

1. Choose certain subjects to refine your results by subject.
2. Select specific content types to view. Books or courses are examples.
3. Narrow your results further and filter by training credits and copyright.
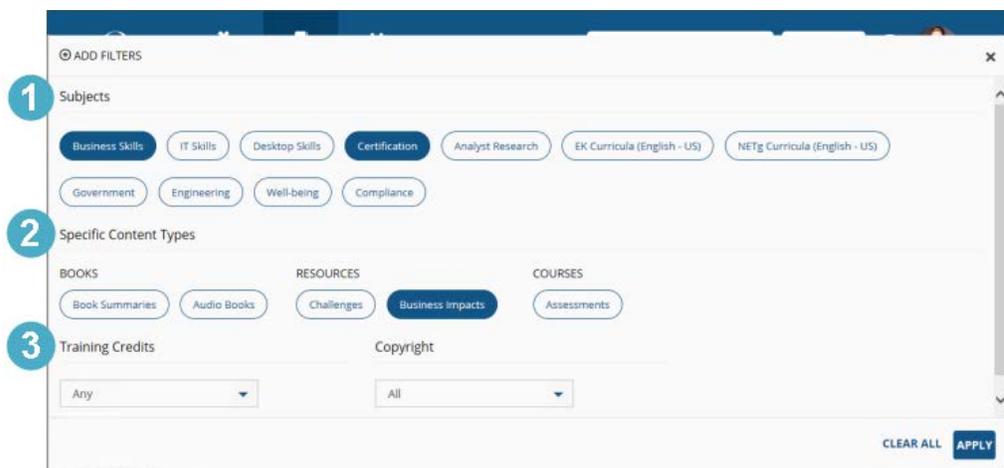
Manage your Learning Plan

View and manage your assignments by clicking **Learning Plan**.

There may be two sections in your learning plan:

1. **Assigned Learning** contains content that your manager has assigned to you.
   Note: This section only displays if content is assigned.
2. **Personal Learning** contains content that you have saved for completion, as well as any bookmarks in the Library you may have created.
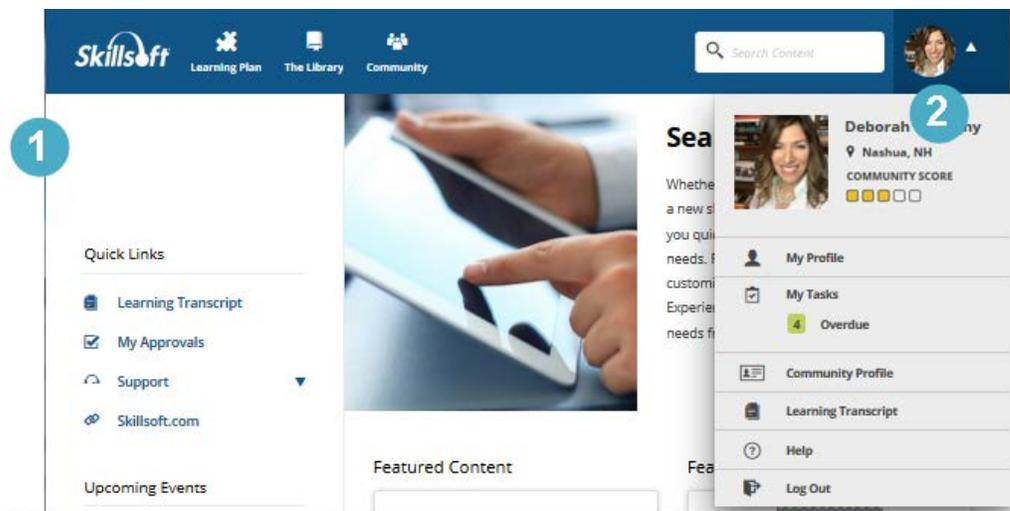
To help organize your assignments, content in Personal Learning can be arranged in sets.
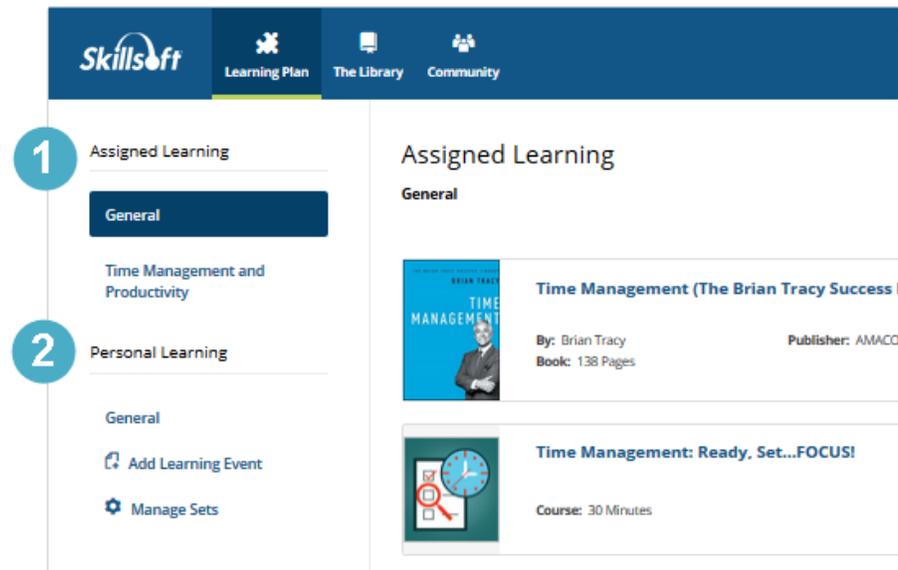
View your Learner Transcript

View your **Learning Transcript** to see the history and status of all accessed and/or completed content. You can view Learning Transcript from:
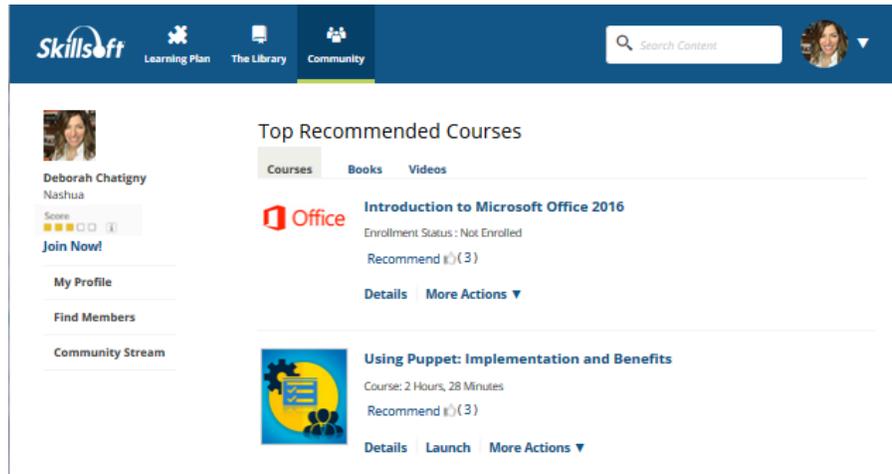
1. The Quick Links on the left navigation bar, or
2. The dropdown menu in the upper right hand corner.

Click here for more information and to view a video tutorial on accessing and customizing your Learning Transcript.

Visit Community

Click **Community** to share recommendations on content, post comments, and follow people within ULearnIT.


By creating a community profile, you can share information about yourself, including areas of interest and expertise.

From the dropdown menu in the upper right hand corner, click **My Profile** > **Community Profile** > **Edit** to create or edit your profile.

Note that participation in the Community is completely optional. You do not need to have a completed community profile to participate in the Community. Recommending or commenting on content, or choosing to follow another community member, automatically joins you to the Community. You can go back and complete your profile at any time.

Learn More

Learn more about the features and functionality in ULearnIT by visiting **Learner Tutorials** on our vendors' knowledgebase site.
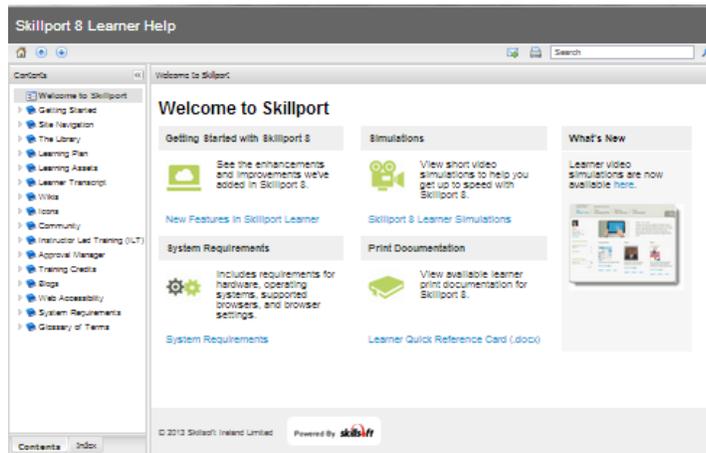
Support Information

Account Creation and Password Reset Support

Email:

Organizational & Talent Development – learning@pinellascounty.org

Available Hours:

Monday through Friday (except Holidays)

8 am – 5 pm

Skillsoft Technical Support (NOT for password/account assistance)

Call or Email:

866-754-5435 (866-SKIL-HELP)

support@skillsoft.com

Available Hours:

24 Hours a Day – 7 Days a Week

SkillSoft Online Customer Support:

http://onlinesupport.skillsoft.com/contact.asp

Provide

> **User Name:** Employee Number
>
> **Domain:** ULearnIT