Two-Minute Tuesday Video Script: Signing in to ULearnIT
http://www.pinellascounty.org/hr/two/videos/ulearnit/ulearnit.html

Slide 1: Hello and welcome to this week’s Two-Minute Tuesday. I’m Kevin Connelly with the Human Resources Training & Development Team. Today’s topic is signing in to ULearnIT, Pinellas County’s new online training portal.

Slide 2: ULearnIT is available to all members of the Unified Personnel System and is accessible online anytime — 24 hours a day, 7 days a week; anywhere — any desktop, laptop, tablet or smartphone; and courses can be completed at your own pace.

Slide 3: ULearnIt features a diverse library of content that offers courses in business skills, desktop skills, IT skills, and many of today’s industry-recognized professional certifications. Logging in is simple and quick. So let’s get started.

Slide 4: First, locate the ULearnIT icon on your desktop and double click to open the sign-in page.

Slide 5: In the username field, enter your employee ID. This is the number located on the back of your Pinellas County ID badge. The default password is “Welcome1”. Keep in mind that passwords are case sensitive.

Slide 6: Select the disclaimer box. Failure to do so will prohibit you from logging in to ULearnIT. Now click Log into Skillport.

Slide 7: Upon a successful login to the ULearnIT portal, you will be redirected to the Update Your Profile page where you can set your permanent personal password. Please review the password rules and create a password that is unique and specific to you. Once you’ve created the password, type the same password in the Confirm your new password field. There is no need to create a security question so at this point just select Submit.

Slide 8: That’s it, you’re done and you are now free to start your online learning adventure with ULearnIT. Enjoy!

Slide 9: For additional information, including FAQs, support and training contacts and reference guides, please visit our Online Learning SharePoint site.

Slide 10: Thanks for watching Two-Minute Tuesday. To view previous episodes of Two-Minute Tuesdays, visit us online.