

Skillsoft E-Learning Program

Human Resources recently announced an on-line training program that will make it easier for all employees to complete mandatory training requirements. As an institution our goal is to be 100% compliant with Federal, State, and SUNY laws, regulations and policies. These requirements are not new.

Mandated courses are available online 24/7 through the Skillsoft portal. We ask that all employees complete the required courses by November 15. The required courses will take about (4) hours in total to complete. All courses are required to be taken at this time but many will be taken with less frequency going forward.

Courses taken now and on a yearly basis going forward are as follows:

- Workplace Harassment Prevention for Employees, State of NY 3.0 (**DUE 9/16/19**)
- Preventing Bullying and Violence
- Security Awareness for End Users
- Title IX for Higher Education
- Review of Additional Resources Related to Training

Additional courses will be taken now and then every two years going forward:

- Workplace Security
- Protecting the Rights of Minors on Campus
- Promoting a Substance Free Workplace
- Fire Safety and Prevention 2.0
- Hazard Communication: An Employee's Right to Understand 2.0

Skillsoft provides an engaging learner experience for users to complete their mandated training requirements. Mandated courses have been assigned to each employee and are available in the portal. Courses will vary in length from 15-40 minutes and can be taken from any computer or iPad, on campus or off. Course completions will be tracked within the system, and personal compliance, as well as University-wide compliance will be continually assessed. Please keep in mind that courses will need to be completed on a yearly basis to fulfill requirements. You will receive notification from Human Resources when next year's trainings are available for completion.

To Use the New E-Learning System:

- Go to www.albany.edu and click on MyUALbany
- Click on employee log in and enter your net ID and password
- Click on the Human Resources tab at the top of the page then scroll down to the "Training Opportunities" section and click on the "Skillsoft" Log in link

Or:

- Log on to <https://ualbany.skillport.com>

- Use your regular UAlbany username and password to log into the system
- Click on “View Learning Plan” at the top of the page to see your required course listing
- Click launch next to each course to execute the course

Here are some helpful tips:

- The system will track all learning so if you begin a course and cannot complete it at that time, it will pick right up where you left off when you log back in
- You can also view or print your learning transcript by going to “My Profile” and clicking on “Learning Transcript” to view all of your completed training

For any questions or concerns please contact:

- For customer support 24/7 go to: <https://support.skillsoft.com/contact.asp>
- For technical assistance call Skillsoft anytime 24/7 at 1-866-SKIL-HELP
- For training questions: Contact Christine Priest cpriest@albany.edu

By participating in continuing education, we can help support UAlbany’s mission to provide the best opportunities, service, and community to our students.