Getting Started with Skillsoft and Books 24x7

Table of Contents

Getting Started with Skillsoft and Books 24x7 ................................................................................................................. 1
Accessing Skillsoft and Books 24x7 ................................................................................................................................. 1
Accessing with Mobile Devices ............................................................................................................................................ 3
Be Prepared to Earn Certifications .................................................................................................................................. 3
Finding Courses, Resources on Skillsoft ............................................................................................................................ 5
Determine Your Learning Plan .................................................................................................................................................. 8
Tapping into Books 24x7 .................................. .......................................................................................................................... 9
Get Technical Support ............................................................................................................................................................ 12

Accessing Skillsoft and Books 24x7

Access Skillsoft and Books 24x7 by visiting the University of Georgia MyPortal (www.my.uga.edu). Enter your UGA MyID and password. You will then enter the portal.

Once in the portal, you can access Skillsoft and Books 24x7 by clicking on the icon under “Resources.” You will then be taken to the Skillsoft home page.
To access Books 24x7, click on the top, right-hand corner. Or, click on the link on the left sidebar.

After clicking on a Books 24x7 link, you will be taken to the Books 24x7 home page, which is a separate browser tab.
Accessing with Mobile Devices

Currently, Skillsoft and Books 24x7 cannot be viewed on mobile devices. Once the MyUGA portal has been upgraded soon, users can view Skillsoft and Books 24x7 on their phones and tablets.

Be Prepared to Earn Certifications

Skillsoft prepares users to earn certifications for business skills, technical skills and desktop skills. Skillsoft offers courses and test prep materials for users to take specified certification exams. After completing the Skillsoft training materials, users would be responsible for scheduling and making payment arrangements to take an exam offered by a certification agency, such as Microsoft, Cisco or PMI.

Skillsoft advises users to contact certification agencies in advance to ensure their learning materials are the latest requirements necessary to earn certification.

To view certification training available through Skillsoft, click on the Certifications link on the left sidebar of the home page.
A new tab will open in your browser and show you the current business, desktop and IT professional certifications available in Skillsoft.

By clicking on a certification pathway, you can learn about courses and books available in Skillsoft to earn that certification.
For more information about certifications or earning professional continuing education credits, click on the Credentials Page link on the left sidebar.

Finding Courses, Resources on Skillsoft

To find courses and resources by topic, click on the Catalog link on the left sidebar.
From the Catalog page, you can search by topic for courses and certifications.

Then, you can learn what video tutorials, job aids, test preps and mentoring resources are available for each skill or certification.
By clicking on one of the courses, you can decide if you want to launch the course or get more details.

You can also click on one of the four icons near the descriptions and decide if you want to launch the course, add it to your “My Plan” in Skillsoft, download it or ask a Skillsoft mentor.

Skillsoft also provides instructions on how to download courses. Click on the download icon to install the Skillsoft Course Manager (SCM) so you can play courses while offline.
In addition to searching for resources with the Catalog link, you can also use the search box to look for items by a search term. The results will include all resources in the categories of books, videos, courses, simulations, express guides, test prep guides, mentoring, SkillBriefs, job aids and more.

**Determine Your Learning Plan**

Skillsoft allows you to create your own learning plan, which you can quickly reference. To create a learning plan, click on the “Add to My Plan” icon in the course description. It will then be added to your “My Plan” folder.

At this time, UGA users do not have access to the “Assigned” folder. So, you cannot create a specific course for other users.
Skillsoft further allows you to specify goals for your learning plan. You can specify a goal, set a due date to reach that goal and set reoccurring reminders for you to work toward that goal.

Tapping into Books 24x7

As part of UGA's offering of Skillsoft, all students, faculty and staff also have access to Books 24x7.
Books 24x7 allows you to search for items that interest you. The results will be listed below the search box.

Once you select a title, you can view all of the content, some chapters or just a few pages. The listing for each title includes a table of contents.
The tools at the top of the page allow you to return to your previous search results, go to the next title on the search results list, create a note, add the title to your personal folder, share a link, visit the companion website and purchase a hard copy.

Books 24x7 allows you to add titles to your personal folders for quick reference. You can create your own folders for business or personal use.
Want to know the latest books available in Books 24x7? The home page has a “What's New” link for the most recent titles posted on Books 24x7. In addition, you can view the most popular titles being accessed overall on Books 24x7 and those at UGA.

Get Technical Support
If you are having technical issues with Skillsoft, contact the EITS Help Desk at 706-542-3106 or helpdesk@uga.edu. You may also visit the EITS Help Desk's website at http://eitshelpdesk.uga.edu/

When logging in to Skillsoft, you may see a page with a clock. If you remain on this page for more than 40 seconds without moving to the Skillsoft home page, click on the “Click Here” for instructions.
If you click on the “Click Here” link for support, you will be taken to a Skillsoft support page. A key step is to complete the system compatibility test. If you receive a message saying your computer is “Not Fully Qualified,” follow the steps to address any Java, web browser or pop up blocker issues.

For additional support, visit the Skillsoft support page at www.support.skillsoft.com.