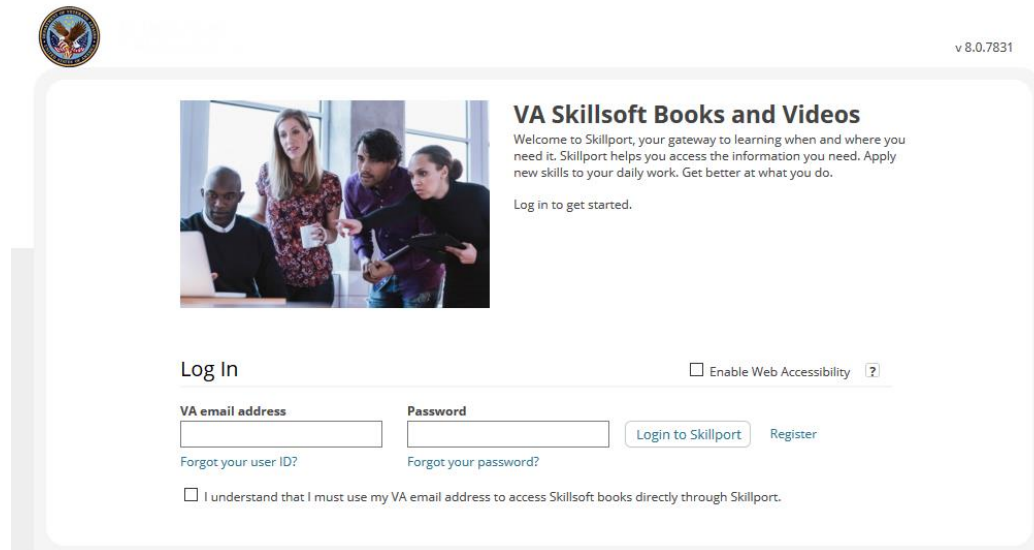# Quick Start Guide for Learners

Direct Access to Skillsoft Books Site

This guide will help you register to the Skillsoft Books site and allow you to access books, audiobooks, and videos without having to go through the TMS.
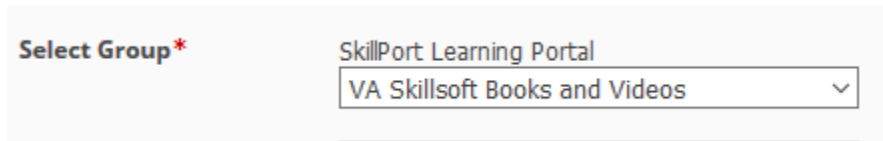
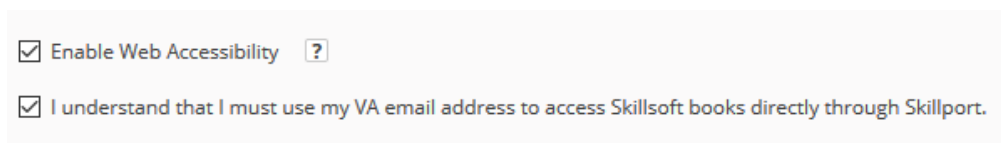1) Go to the Skillsoft Books website. You may click here: https://valo.skillport.com

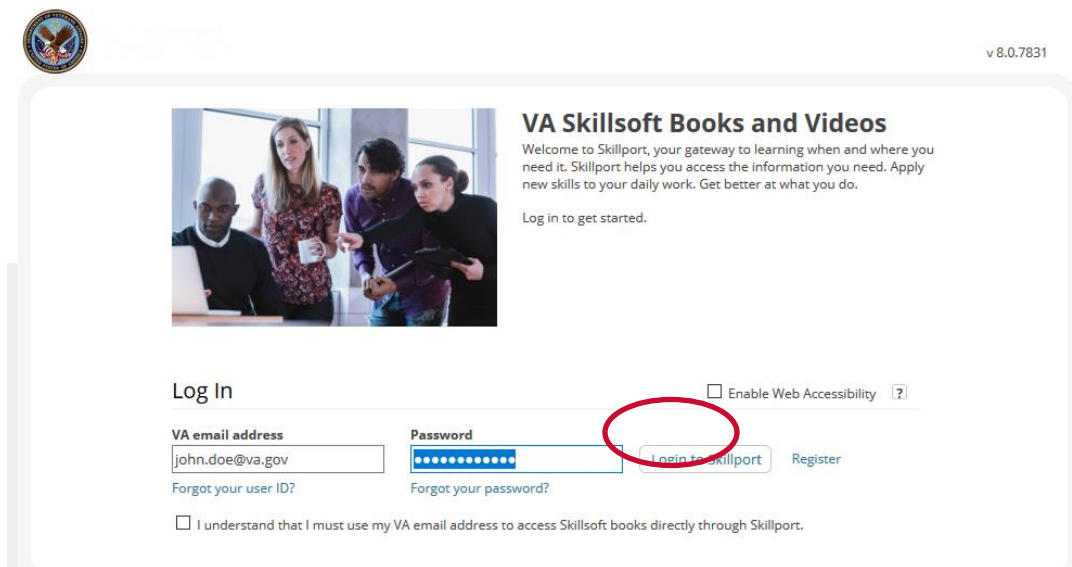2) Click on the 'Register' Link and you will be brought to the Self-Registration page.
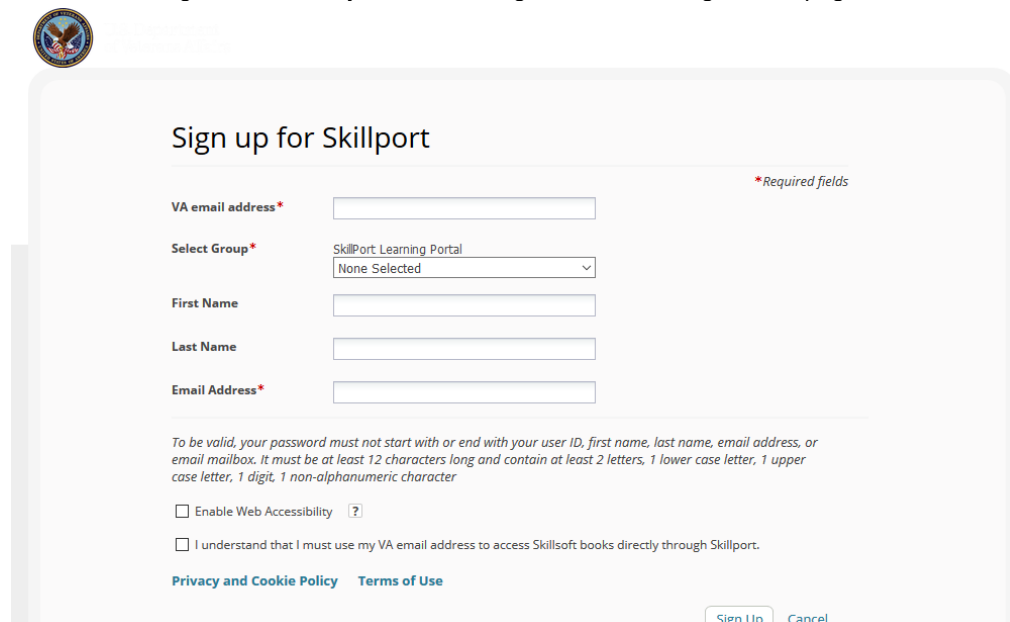
3) Enter valid VA email Address (for example: john.doe@va.gov).

4) Select Group: **VA Skillsoft Books and Videos**.

> **Select Group***
>
> SkillPort Learning Portal
>
> VA Skillsoft Books and Videos ⌄

5) Enter your First Name, Last Name, and re-enter your valid VA email address. Your login credentials will be sent to this email address.

6) Select Checkboxes 'Enable Web Accessibility' and 'I understand that I must use my VA email address…' Choose 'Sign Up'.

> ☑ Enable Web Accessibility   ?
>
> ☑ I understand that I must use my VA email address to access Skillsoft books directly through Skillport.

7) An email will be sent to you with your **Username** and **Password**,

8) Go to https://valo.skillport.com and enter VA email address and Password. Click 'Login to Skillport' to enter the VA Skillsoft Books site.

> v 8.0.7831
>
> **VA Skillsoft Books and Videos**
>
> Welcome to Skillport, your gateway to learning when and where you need it. Skillport helps you access the information you need. Apply new skills to your daily work. Get better at what you do.
>
> Log in to get started.
>
> Log In   ☐ Enable Web Accessibility   ?
>
> **VA email address**   **Password**
>
> john.doe@va.gov   ●●●●●●●●●●●   Login to Skillport   Register
>
> Forgot your user ID?   Forgot your password?
>
> ☐ I understand that I must use my VA email address to access Skillsoft books directly through Skillport.

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Navigating Skillsoft Books website

This guide will help you learn about important features and functionality in the new Skillsoft Books platform.

- Fresh, contemporary design
- Personalized homepage with recommendations and featured content
- Streamlined access to content
- Redesigned browse views
- Easy filtering by learning style, date, subject
- Highlighting new assets

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Explore the Home Page

Once you have launched Books, the **Home** page displays. The Home page provides easy access to books and videos, and allows you to search for content.

1. Access **Quick Links**, containing key popular options such as Learning Transcript, My Approvals, and Support.
2. View **Featured Topics** which highlight specific resources but is not all-inclusive for what is available in the subject area.
3. Scroll down for **Featured** and **Recently Viewed Content**.
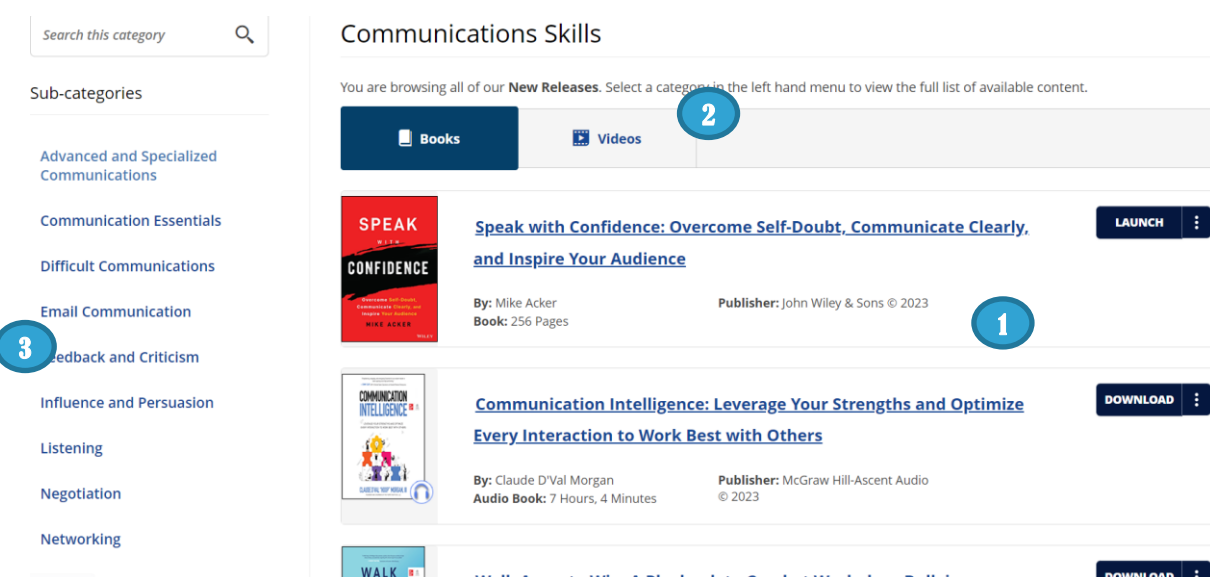
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View The Library

Find content by clicking **The Library** and selecting a subject. Content libraries can be organized by whatever criteria aligns with the training goals at the VA, such as subject area, content type, or job role.

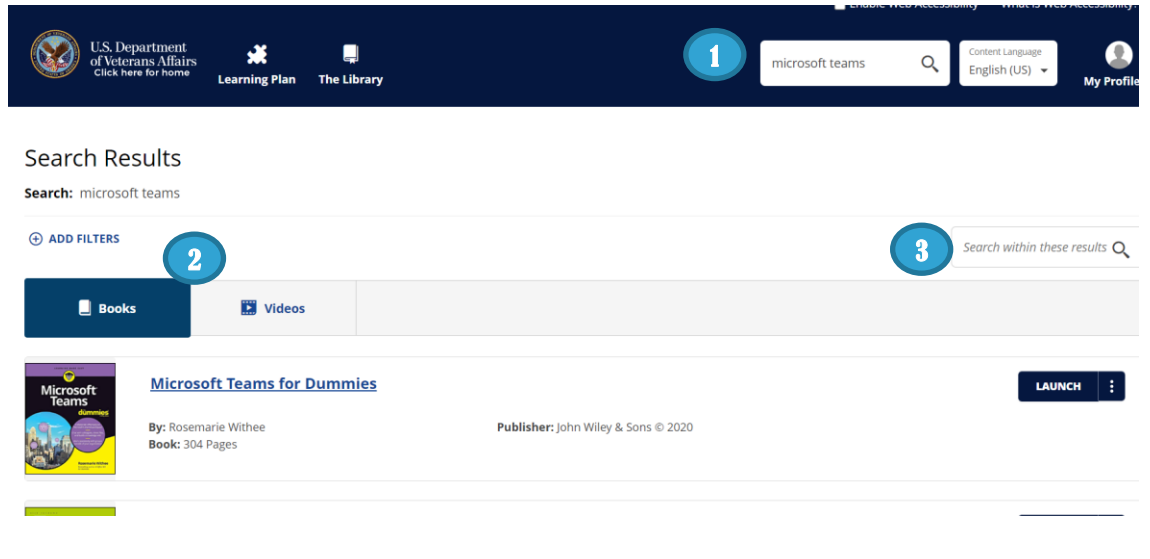The Library contains all of the content to which you are entitled.
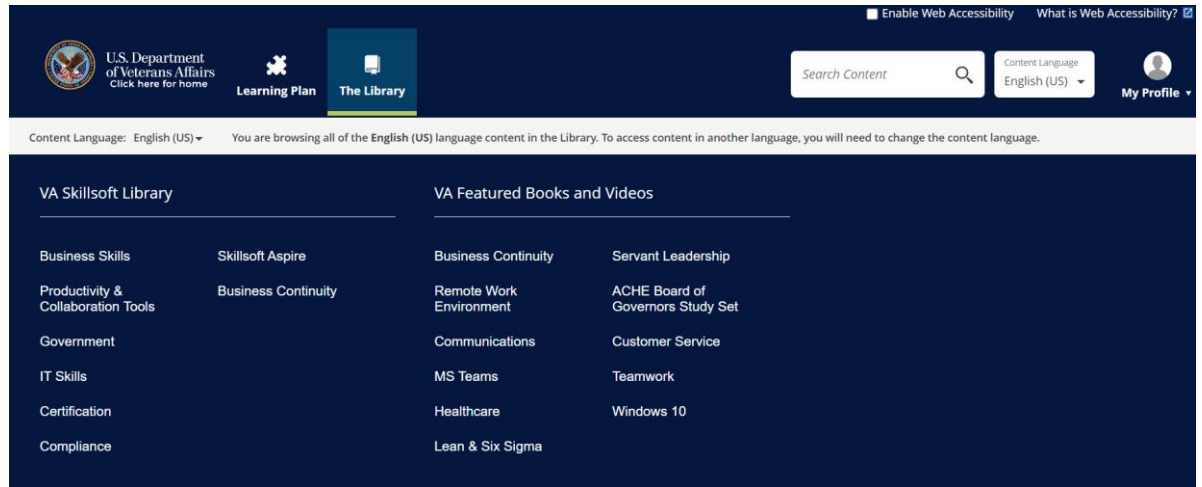
Browse The Library

Once you select a subject, content is grouped by type so that you can access books or videos. You can:

1. View content options in the carousel, and select **LAUNCH** if interested.
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.

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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.
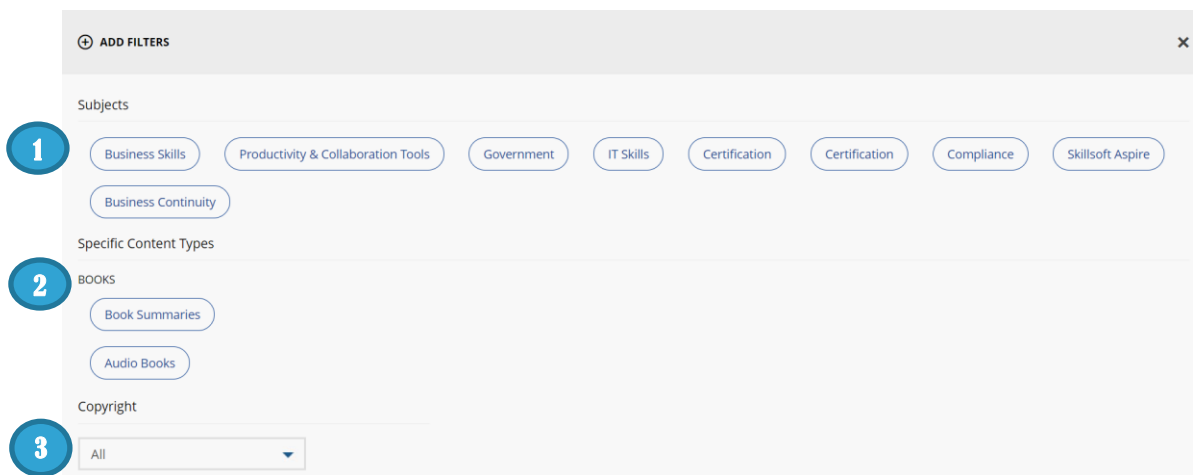3. Search within the results to further refine the content displayed.

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. Audiobooks for example.
3. Narrow your results further and filter by training credits and copyright.

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Manage your Learning Plan

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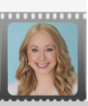
Check your History

Use **My History** to quickly view your Learning Transcript. For those items still in progress, you can launch directly from the transcript page.

Skillsoft Audio Books
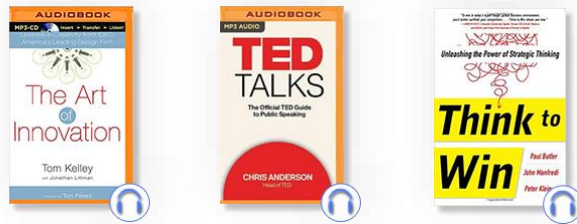

Skillsoft Books contains hundreds of audio books in downloadable MP3 format! Once downloaded, audio books can be played on any device that supports MP3 files, such as an iPod, iPad, or a smartphone. Audio books are distinguished by a headphones icon on the book cover. New audio books are added regularly.

How to Download an Audio Book

Search on a topic, click on "ADD FILTERS", select "Audio Books" and click the APPLY button.
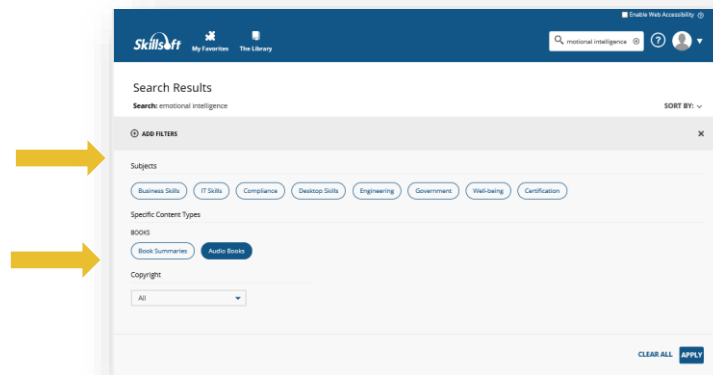
Launch an audio book by clicking on DETAILS.

Click on DOWNLOAD to obtain the MP3 files. (They are split into multiple files.)

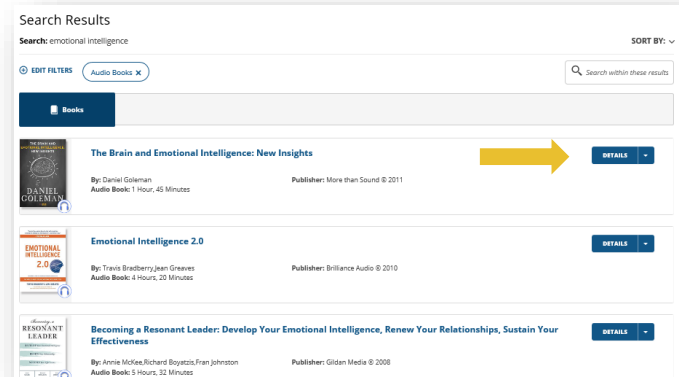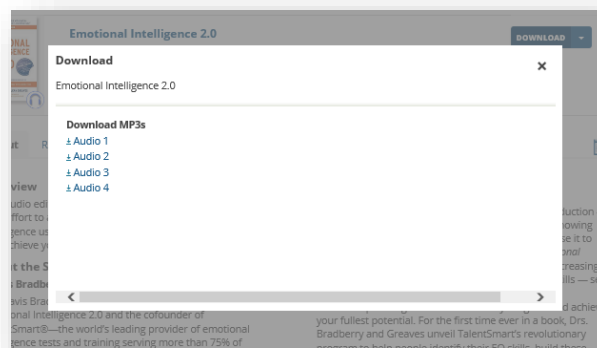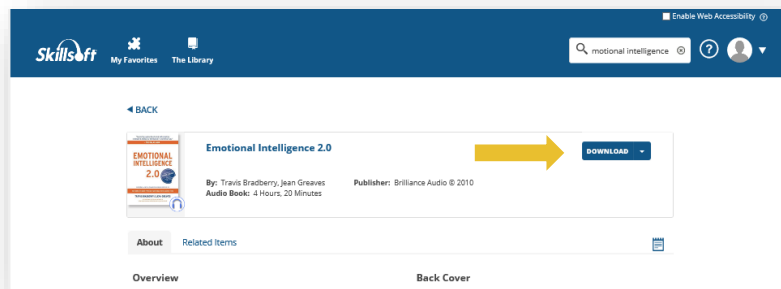skillsoft

How to Download Books' Chapters

Chapters to Go™ is a feature available for subscribers of select Skillsoft Books collections. Chapters to Go lets you download entire book chapters in PDF, Kindle-ready mobi and EPUB file formats. The chapter downloads are ideal for offline reading and printing, and contain personalizations such as your bookmarks and notes. For copyright reasons, chapters downloads are watermarked with your email and a link to the membership agreement.

You are allotted **15 chapter downloads which are refreshed every 90 days** on the anniversary of your first login – regardless of whether they have been used or not. You are not penalized for downloading the same chapter more than once.

1. To download a chapter, navigate to the specific chapter (doing so necessarily opens the title in the Book Viewer). Click on the download tool at the top of the Book Viewer.

2. In the **Download** window, select the chapter file format you would like to download.

3. The **Download** window also includes information about the next refresh date for downloads as well as how many downloads are remaining.

4. To review your Chapters to Go history, click your profile icon at the top, select **My Profile** and then **Chapters to Go** from the left frame of the **My Profile** page.