Accessing SharePoint 2010 Learning Modules

1. Login: https://myhr.umsystem.edu/psp/prd/?cmd=login

2. Go to Main Menu.

3. Click on Self Service.

4. Click on Personal Information.

5. Click on HR Training – myLEARN
6. When you get to the *myLEARN* page, SCROLL TO THE BOTTOM OF THE PAGE.

Welcome to myLearn!

myLearn is an online training and development resource available to university faculty and staff. Review the instructions below to access myLearn.

**Step 1**

**First time users:**

- Perform a browser test by clicking this link: [http://browser.skillport.com](http://browser.skillport.com)
  - Follow the instructions provided in the browser test to adjust your system (if needed)
  - If you are unable to resolve any issues or would like additional support, please contact:
    1. Your campus IT Help Desk: [http://www.umsystem.edu/umsit/shelpdesks](http://www.umsystem.edu/umsit/shelpdesks)
    2. SkillSoft's technical support (available 24 hours a day, seven days a week) at:
       - Phone: 1-888-SKIL-HELP (1-888-754-5435)
       - Email: support@skillsoft.com

**Returning users:**

- Go to Step 2

**Step 2**

Click on the button below to open myLearn. Note that myLearn will appear in a new browser window. If it does not appear in a new browser window:

- Check all open browser windows. The myLearn window may be behind the current window.
- If it is not open in another browser window, please:
  - Review Step 1
  - Check your pop-up blockers and allow pop-ups from *skillport.com*
  - Delete your Internet cache (i.e., temporary Internet files), close your browser and re-open your browser
  - Reboot your computer
- If you are unable to resolve the issue or would like additional support, please contact:
  1. Your campus IT Help Desk: [http://www.umsystem.edu/umsit/shelpdesks](http://www.umsystem.edu/umsit/shelpdesks)
  2. SkillSoft's technical support (available 24 hours a day, seven days a week) at:
     - Phone: 1-888-SKIL-HELP (1-888-754-5435)
     - Email: support@skillsoft.com

**Web Accessibility / Adaptive Technology Users:**

- If you use adaptive technologies when viewing web sites, please check this box for a web accessibility format of SkillSoft.

Use Web Accessibility Format:  
[ ]

[What is web accessibility?](#)

After launching myLearn, you may close the myHR window on your browser. myHR does not need to be open and active to use myLearn.

This is where you want to click.
7. Click on CATALOG.

8. Click on Courses Created by the University for the University.

Introducing Productivity Packs...
Effective suggestions to improve professionally

To help our employees increase their productivity and improve their professional skills, we are introducing an optional Productivity Pack Summer Contest. Each Productivity Pack contains a variety of assets (courses, challenges, impact series, books, videos, etc.). Complete three assets within a Productivity Pack to be eligible to win a prize. In just a few hours, you will have improved your skills to be more productive on your job.
9. Click SharePoint 2010 for Power Users.

10. Take classes and start learning! 😊