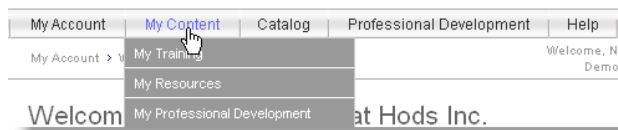


## Logging In to My SkillSource

- 1) **Open your browser and**, in the Address bar at the top of the window, **type [www.mss.enterprisetraining.com](http://www.mss.enterprisetraining.com)** . **Click Go or press Enter**. The My SkillSource home page will appear.
- 2) In the lower-right section **type your username and password**. (They're case sensitive.) **Click Login**.

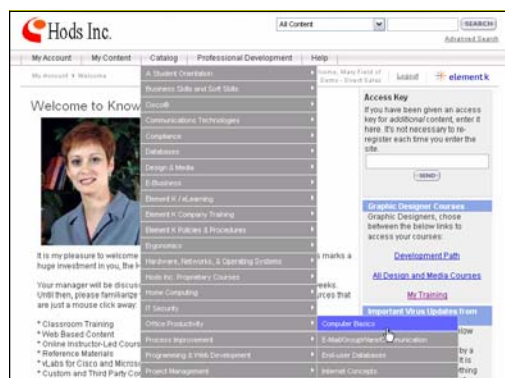
## Navigating

Once you've logged in to My SkillSource, you are on the Welcome page. Navigate by pointing to one of the menu headings across the top, then selecting a page from the drop-down list. A "breadcrumb trail" shows your current location.



## Locating Courses on My SkillSource

Find courses via the Course Catalog  
At the top of the page, **point to the Catalog tab and select the desired *primary* and *secondary* categories** from the drop-down lists.



Courses and resources display under secondary categories, organized by content type.

**Note:** easily find self-paced course, on-line references, etc easily by using the **Filter** at the top of the page!

### Find courses via Search

Search is found in the upper-right corner, above the navigation menu headings. From the drop-down list, **select a content type**. **Type a keyword** (for example, Word) **and click Search**.



Search will display a list of self-paced and instructor-led online courses and online technical references (if your contract includes these) containing the term keyword in the title or contents.

### Accessing Courses and Resources

#### To access online instructor-led courses

Click the course title. Select the Upcoming Sessions tab. Register for the course. The course will now display on your My Training page.

#### To access online technical references

Click the reference title to open the reference. If you bookmark a reference, it will display on your My Resources page.

#### To access self-paced courses

You may need a one-time download of Macromedia Shockwave (and Flash Player) to run the self-paced courses. If you do not have Shockwave, instructions will pop up to guide you through the installation.

**\*Note:** If your network environment prevents you from downloading Shockwave and/or the Flash Player, contact your network administrator.

### Starting a Self-Paced Course

Select the **Course Content** tab.

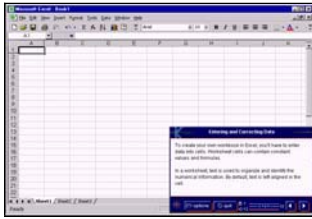


Click **Begin** to start the corresponding topic.



To begin an assessment to identify skill gaps, **select Course Assessment**. Click **Launch Assessment**.

# Self-Paced Course Navigation




**Entering and Correcting Data**


To create your own workbook in Excel, you'll have to enter data into cells. Worksheet cells can contain constant values and formulas.


In a worksheet, text is used to organize and identify the numerical information. By default, text is left-aligned in the cell.


options quit page 12

Four basic controls run these courses:

The Options button  displays a dialog box with additional user options, such as audio on/off, help, and restart.

The Quit button  quits the course prior to completion.

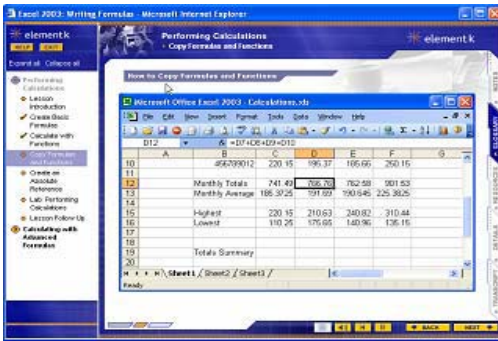
The Rewind button  goes to the previous page of the topic.

The Advance button  goes to the next page of the topic.

When you complete a topic, you are returned to the Course Content page. A link for the course is automatically added to your My Training page. You can also **click the Add Bookmark button** to add a link.

# SPARK Self-Paced Course Navigation

Use the left navigation frame to quickly access other lessons and topics within these courses.



Basic controls are on the lower navigation bar. "Nice-to-know" information is available via tabs on the right.

\*Note: Tab not available when gray.

- NOTES
- GLOSSARY
- RESOURCES
- DETAILS
- TRANSCRIPT

- \*Additional page-specific notes
- Glossary of page-specific terms
- Page-specific resources
- Page-specific details
- Transcript of audio track

## Exploring Professional Development

Point to Professional Development and select the appropriate item from the drop-down list.

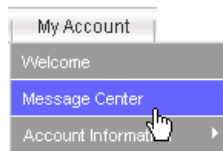


Development Paths are created by your organization to document job skills. Certification Paths are created by vendors to help students prepare for vendor certification tests. Brainbench Exams test knowledge of a software application or business skill.



## Viewing the Message Center

From the My Account drop-down list, select Message Center.



Click View All to see all the messages under each heading.

## KnowledgeShare

KnowledgeShare is a message board mentoring option. Click View All and select from four topics. Click Enter Message Board. Click the plus sign ( + ) to expand any category.

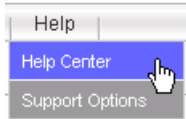
## Printing a Transcript

From the My Account drop-down list, select Account Information→Transcript. Your attendance and assessment history will display, with a Certificate link corresponding to any completed course. To print a certificate, on the browser's toolbar, click the [Print] button.

## Using Support Options

### Contacting My SkillSource Tech Support

In the upper-right -corner, from the Help drop-down list, **select Help Center** to view frequently asked questions.



**Select Support Options** to contact technical support directly.