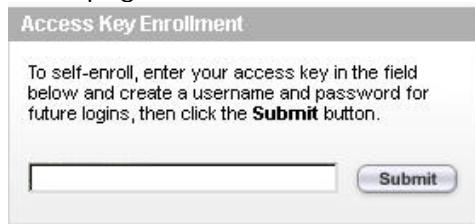


## Enrolling on My SkillSource for the First Time Using an Access Key

- 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) **Click the Access Key Enrollment button** located in the lower-right section of the page.



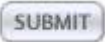
The image shows a screenshot of a web form titled "Access Key Enrollment". The form has a header with the title. Below the header, there is a paragraph of text: "To self-enroll, enter your access key in the field below and create a username and password for future logins, then click the **Submit** button." Below this text is a single-line text input field. To the right of the input field is a button labeled "Submit".

- 3) **Type the access key given to you by your training administrator and click Submit**. (Be sure to include the dashes. Access keys are case sensitive; any text must be entered exactly as displayed.)
- 4) **Type your personal information**, including a username and password. (The username and password are case sensitive.) All fields marked with an asterisk are required fields and must be filled in.



The image shows a screenshot of a web form with three input fields. The first field is labeled "\*Username:" and is empty. The second field is labeled "\*Password:" and is empty. The third field is labeled "New Password:" and is empty.

- 5) After completing the form, **click Submit** to complete the enrollment process.



The image shows a screenshot of a button labeled "SUBMIT".

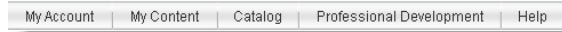
## Logging In to My SkillSource with a User Name & Password

**Note: You only enroll with your access key once!**

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**. (These are case sensitive.) **Click Login**.

## Navigating

Once you've logged in to My SkillSource, you are on the Welcome page.



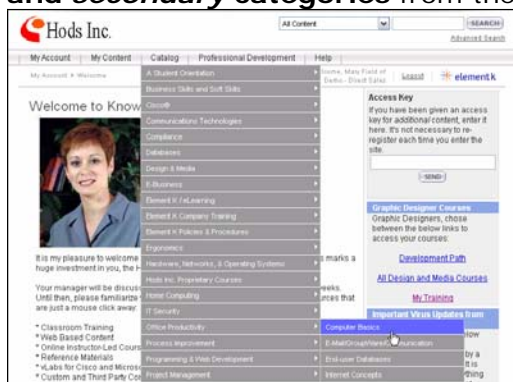
Navigate by pointing to one of the tabs across the top, then selecting a page from the drop-down list. A "breadcrumb trail" shows your current location.



## 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 tabs. From the drop-down list, select a **content type**. Type a **keyword** (for example, Word) and click **Search**.



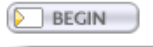
Search will display a list of self-paced and/or instructor-led online courses and online technical references (if your contract includes these) containing the term "Word" in the title or contents

## Starting a Self-Paced Course

Select the **Course Content** tab.

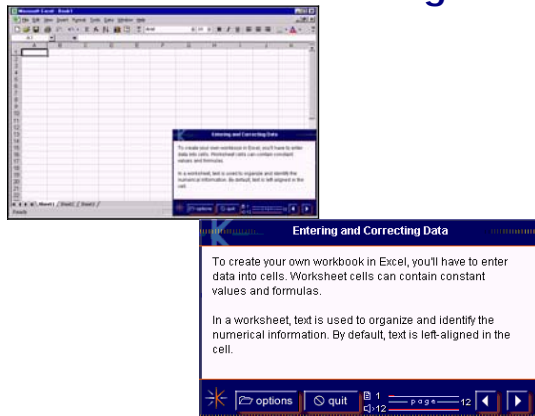


Click **Begin** to start the corresponding topic.





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


## Self-Paced Course Navigation




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.



## 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.

## Exploring Professional Development

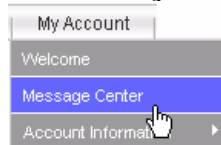
Point to Professional Development and select the appropriate item from the drop-down list.



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.

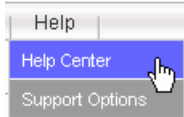
## Printing a Transcript

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, **click Help Center** to view frequently asked questions.



**Click Support Options** to contact Technical Support directly.

My SkillSource also offers:

- 24x7 live chat
- Email support
- Phone support at 1-800-250-5013 (Option 1)  
7 A.M. – 8 P.M., Monday through Friday EST.