



West Chester University is proud to offer all its employees an opportunity to use The Learning Connection (TLC) at no cost. TLC offers over 200 technology and 100's of business/personal skills programs, and over 1000 leadership videos using the web (online learning) 24/7 in a self-paced, interactive format from your home or office.

FIRST-TIME TLC USERS ONLY: GETTING ACCESS AND PASSWORD

1. Contact Scott Sherman, TLC Administrator at 610.436.3380 or e-mail him at ssherman@wcupa.edu to express interest in:
 - a. Desktop Computing (over 200 technology programs including Adobe, Microsoft Office 2007, XP, etc);
 - b. Business/personal skills (100's of programs on communication, change, leadership, team building, etc.);
 - c. Sexual harassment course; and/or
 - d. Leadership Development Channel (LDC) (over 1000 video clips from authors and speakers on leadership topics).

We have purchased a limited number of content licenses for each of the Desktop, Business, Sexual Harassment, and LDC areas. Access will be distributed on a first come, first serve basis. Sign up early for those areas of interest/need.

EASY ACCESS DIRECTIONS AFTER RECEIVING ACCESS AND PASSWORD:

1. Once you receive confirmation that an account has been established along with a temporary password, type: www.wcupa.edu/hr/training into any internet browser.
2. Click on "Online Learning" title/link and then "TLC Access".
3. Enter your WCU email and new temporary password as prompted and press "Enter" (or click on "Login to SkillPort") (see below for instructions to change your password.)

Registration/Login Form - Microsoft Internet Explorer provided by WCU of PA

http://wcupa.skillport.com/skillportfe/login.action

File Edit View Favorites Tools Help

Google

Search

Sidewiki Check Translate AutoFill Sign In

Favorites Soccer Scores 2009 JCC Maccabi Games ... Best of the Web Channel Guide Free AOL & Unlimited Inte... Internet Explorer News

Registration/Login Form

Enable Web Accessibility (What is Web Accessibility?)

v 7.0.1309

West Chester University TLC THE LEARNING CONNECTION Resources and Videos

Welcome to WCU's TLC, your 24x7 gateway to learning resources for skills improvement, professional development, performance support, and more. Use this easy-to-navigate interface to find **answers to questions, develop professional skills, and take targeted learning**. Simply log in to start exploring the learning and performance support resources available to you. Contact TLC Administrator Scott Sherman at ssherman@wcupa.edu for **first time access** to TLC.

WCU Email Password Login to SkillPort

Forgot your password?

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POWERED BY skillsoft

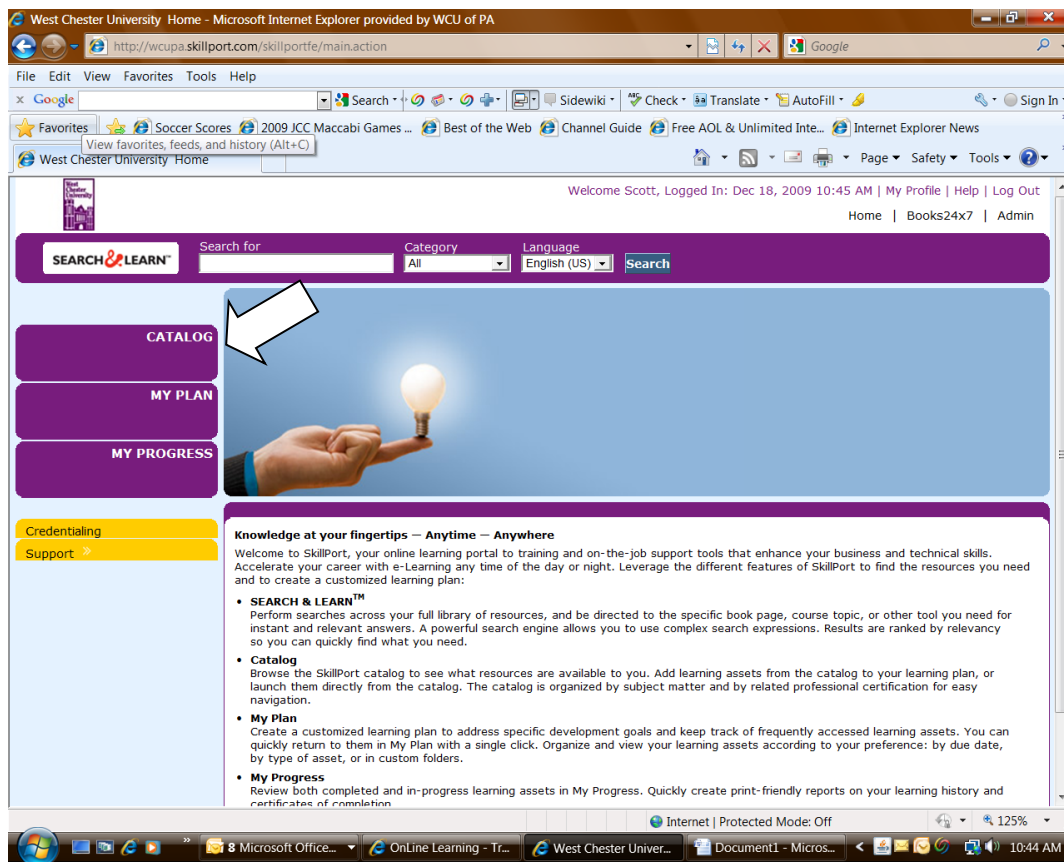
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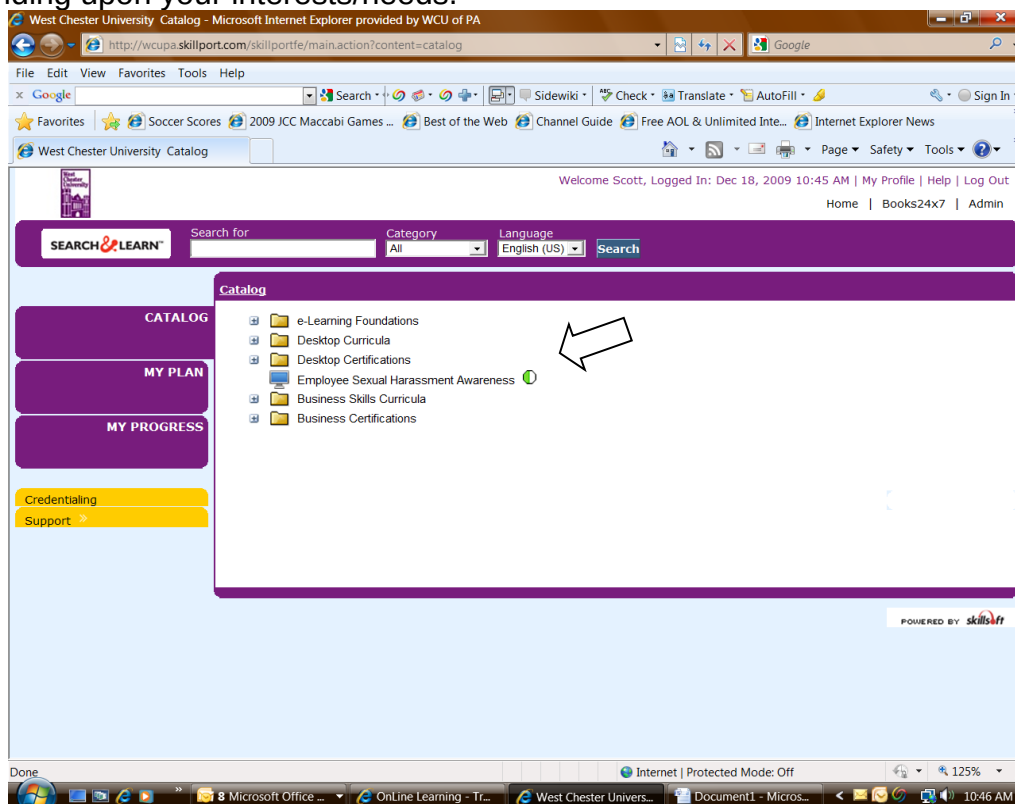
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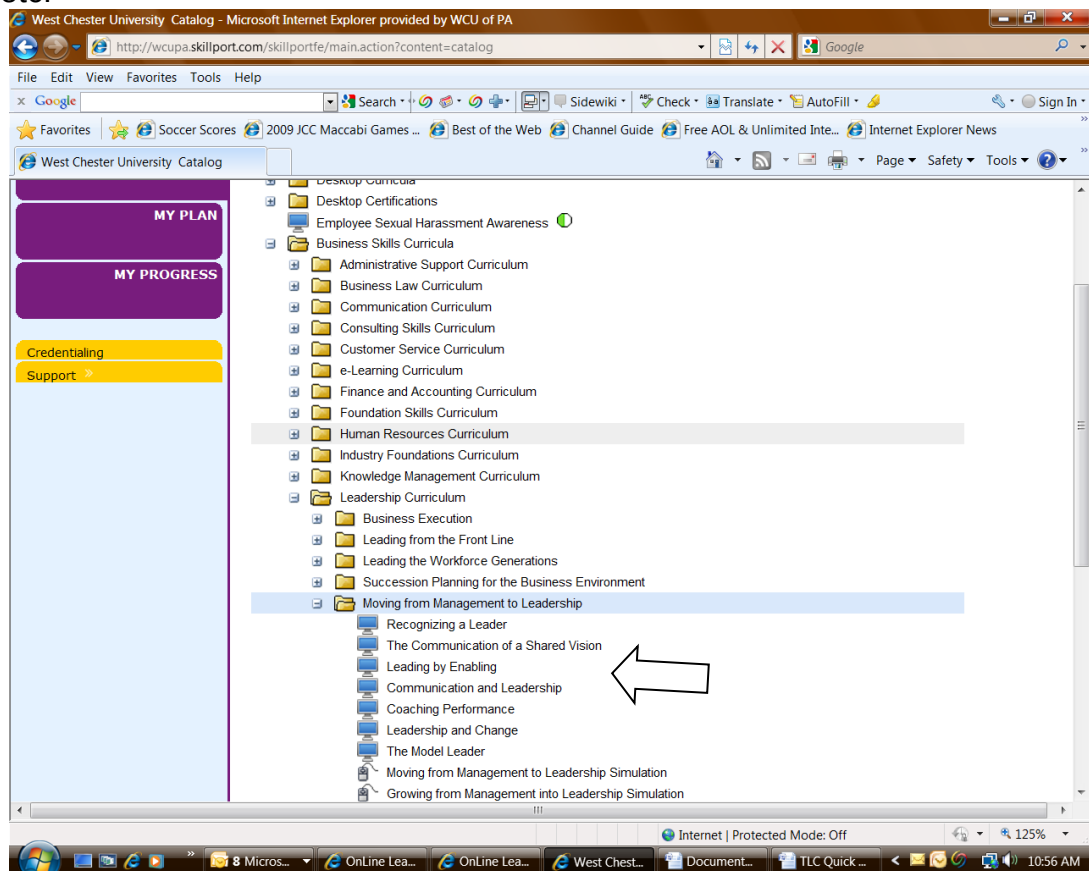
4. To access Business, Desktop and/or Sexual Harassment content for which you preregistered, click on “Catalog” on the side bar. (See below for instructions to access Leadership Development Channel.)



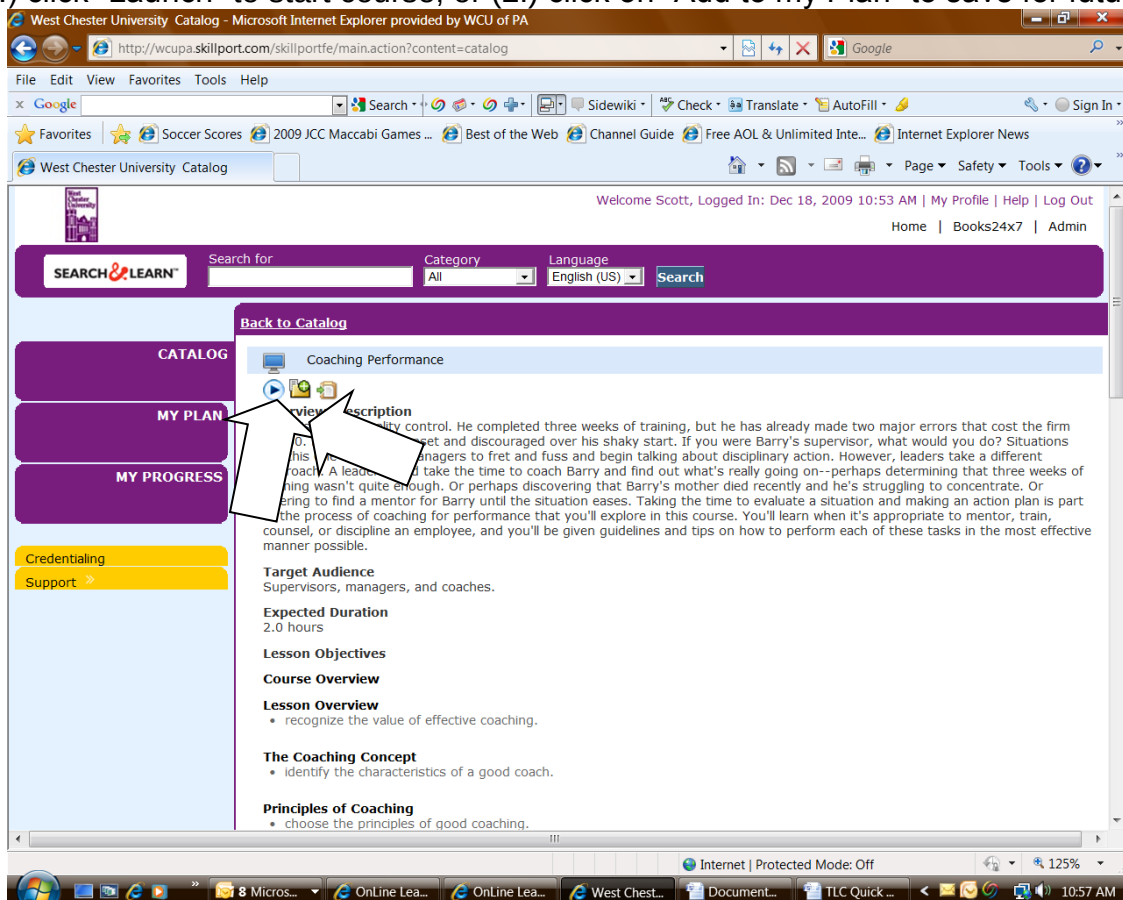
...then “Business” or “Desktop” (technology), or “Sexual Harassment” content to select available courses depending upon your interests/needs.



5. Click on the desired topics (drill down) to see the Overview/Description, Audience, Duration, Objectives, etc.

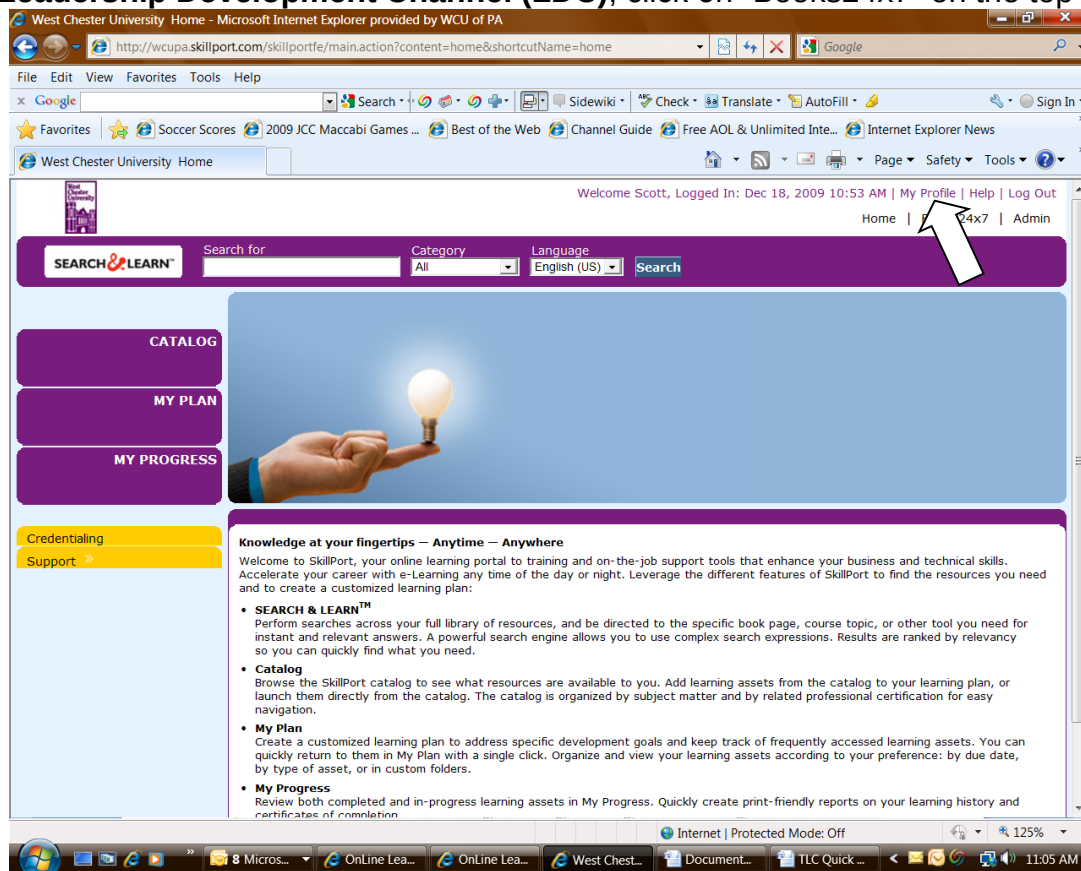


6. Either (1.) click “Launch” to start course, or (2.) click on “Add to my Plan” to save for future viewing.

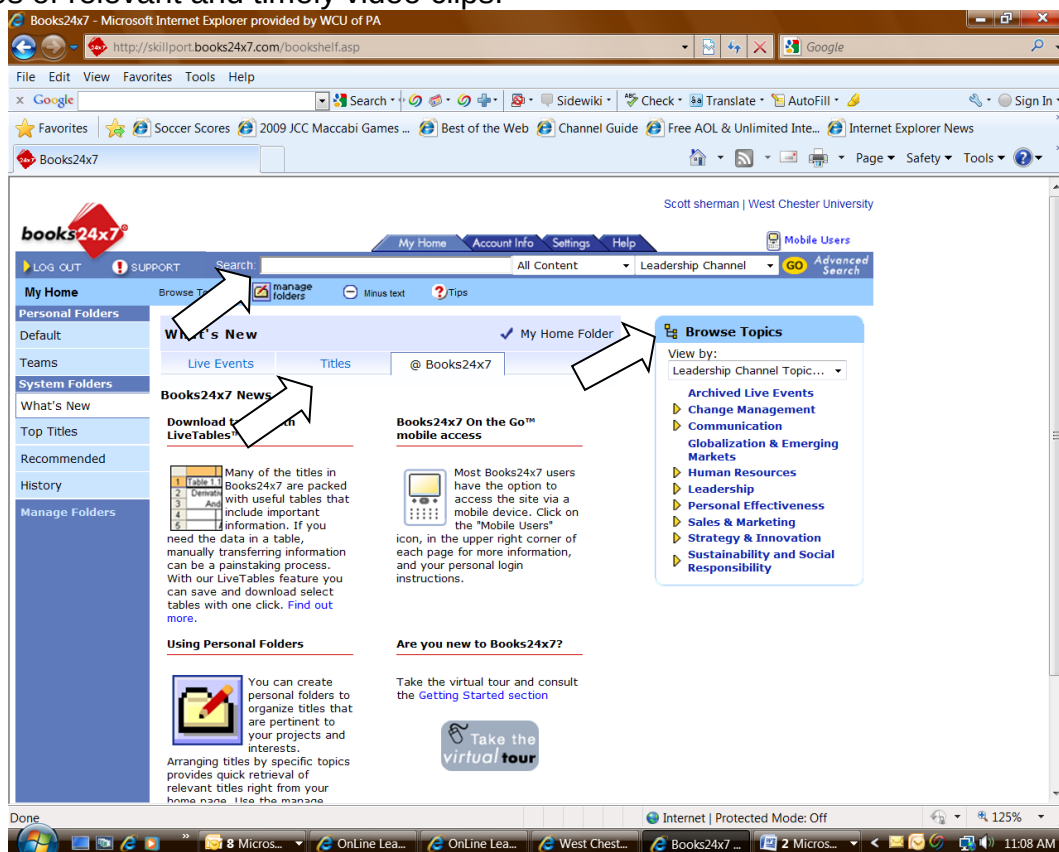


Once you have started a course and you need to exit before completion, the system will prompt you to either start where you left off last time, or give you the option to start over.

7. To access Leadership Development Channel (LDC), click on “Books24x7” on the top bar.

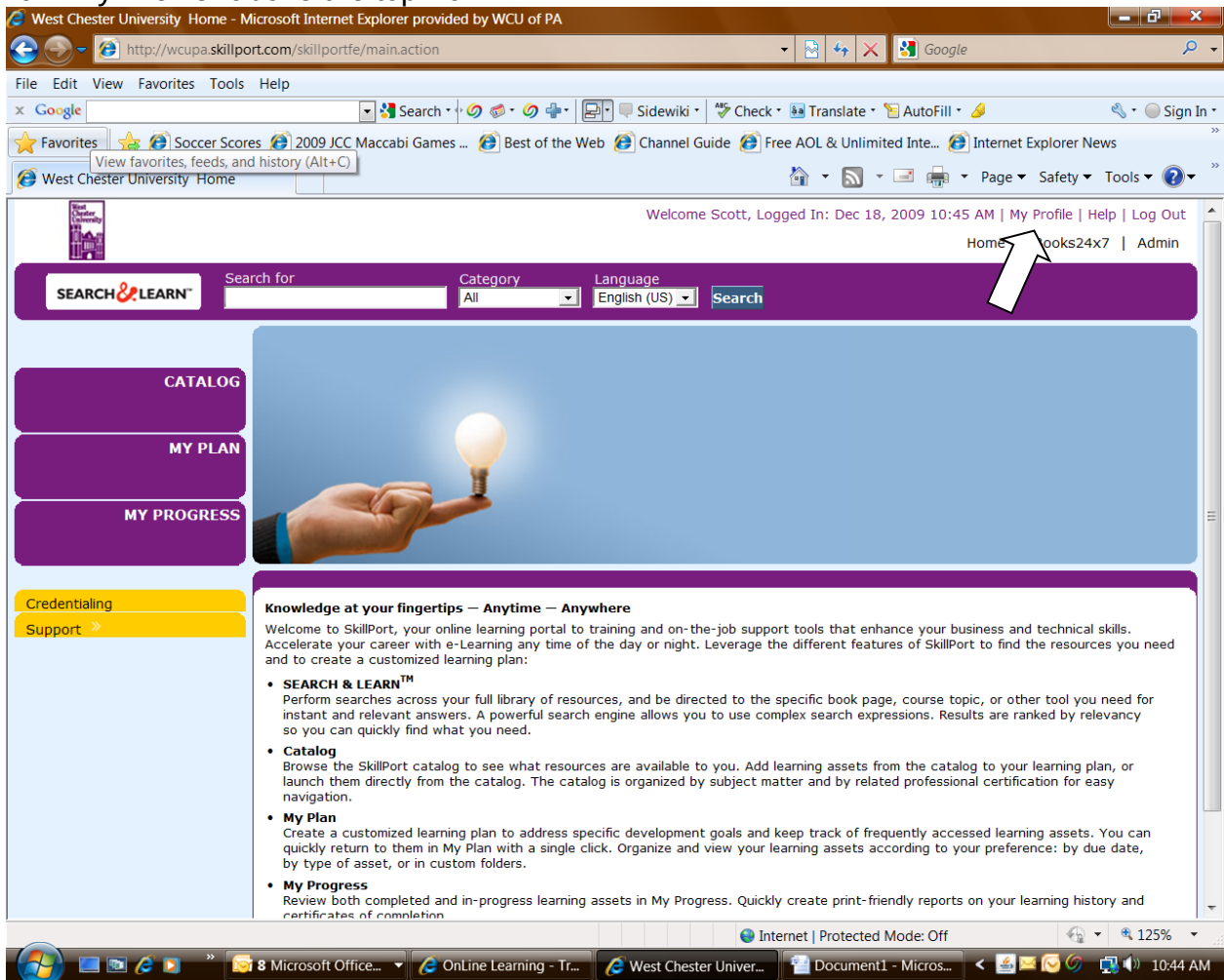


8. Use the (1.) “Search”, (2.) “Browse Topics” and/or (3.) System Folders (What’s new; Top Titles, etc.) to find 1000s of relevant and timely video clips.

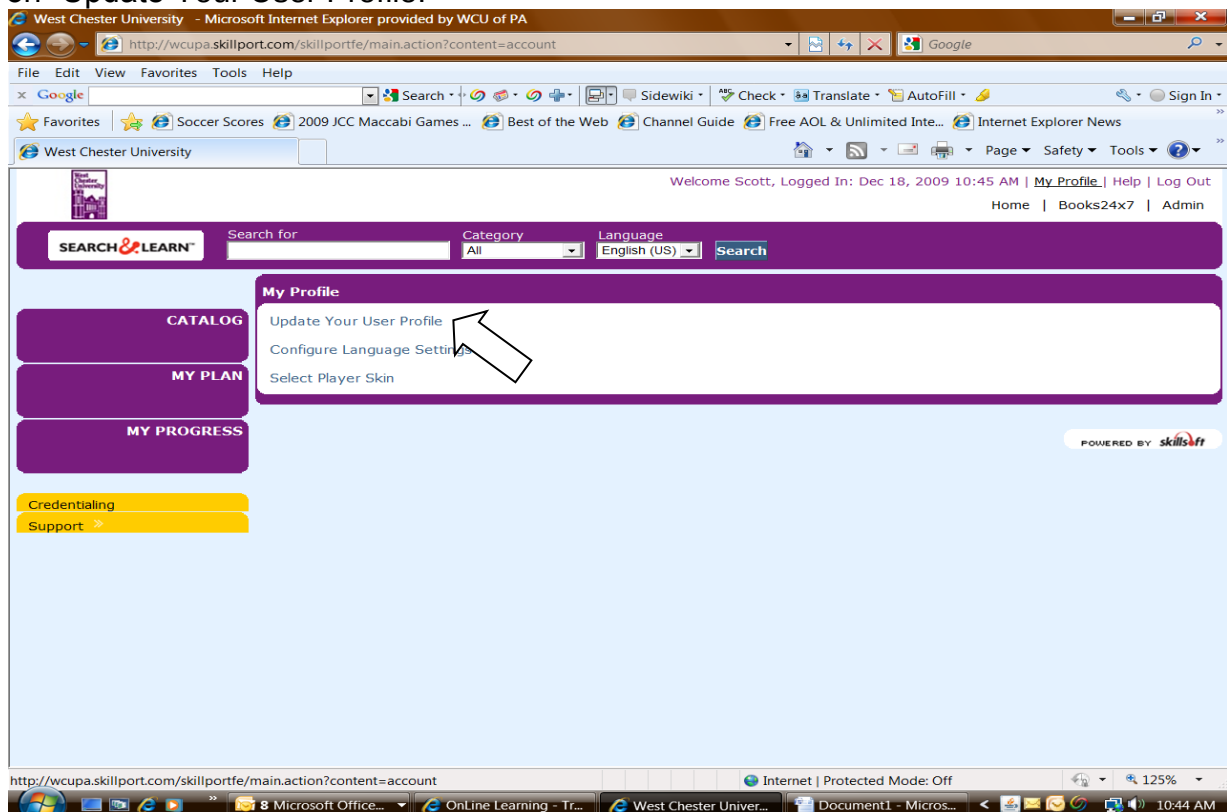


CHANGING YOUR TLC PASSWORD ONCE LOGGED IN:

1. Click on "My Profile" above the top Bar.



2. Click on "Update Your User Profile."



3. Enter your temporary password in the “Old Password” section and enter and confirm your “New Password”, select a security question and answer it, and click “Update Profile”.

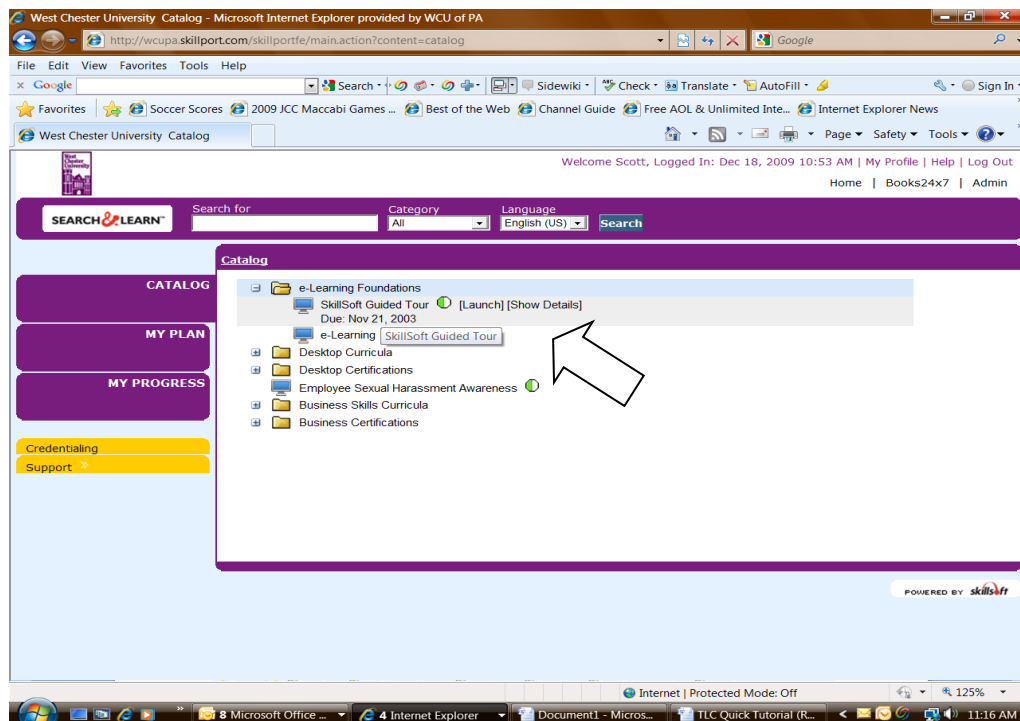
The screenshot shows a web browser window titled "West Chester University - Microsoft Internet Explorer provided by WCU of PA". The address bar shows the URL "http://wcupa.skillport.com/skillportfe/main.action?content=account#". The page has a purple header and a sidebar on the left with links for "CATALOG", "MY PLAN", "MY PROGRESS", "Credentialing", and "Support". The main content area is titled "Update Your User Profile" and contains the following fields:

- First Name:** Scott
- Last Name:** Sherman
- Email Address:** ssherman@wcupa.edu
- Old Password:** (empty field)
- New Password:** (empty field)
- Verify Password:** (empty field)
- Security Question:** (dropdown menu with "Please Select" selected)
- Answer to Security Question:** (empty field)

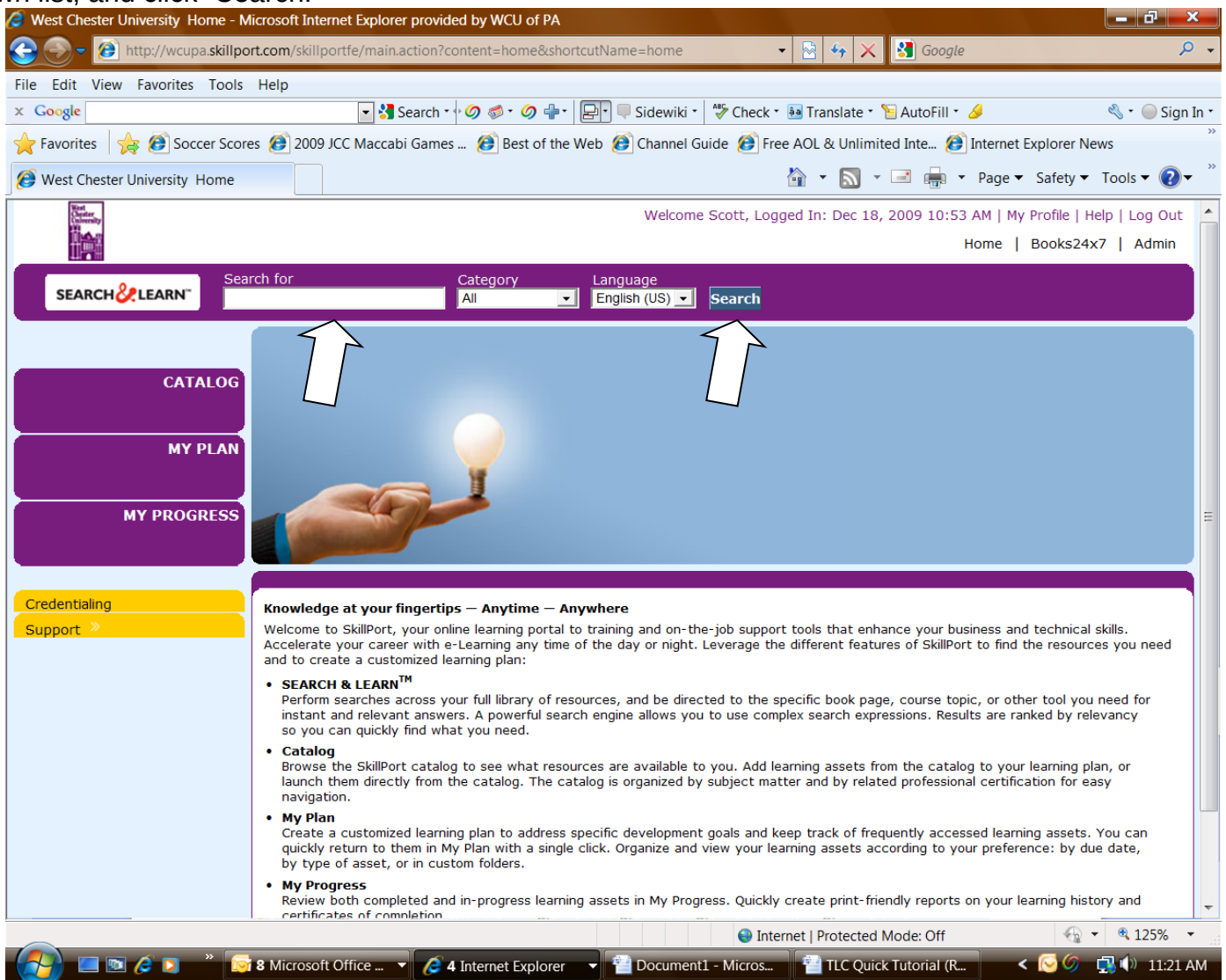
Below the fields are two buttons: "Reset" and "Update Profile". A message states: "You can also edit the password that you use to access your account. Make the password easy to remember, but hard for someone else to guess - not anything commonly known about you, or anything that can be looked up. Password fields are case sensitive."

ADDITIONAL INFORMATION ON HOW TO NAVIGATE AND MAXIMIZE TLC FEATURES:

1. Click on “Catalog” and “e-Learning Foundations” to get to a guided tour of the Skillsoft features.



To search the site for relevant materials on a topic, type a keyword or phrase in the “Search for” field of the SEARCH-and-LEARN panel, select a learning event category from the Category drop-down list, and click “Search.”



Other questions, call 610.436.3380 or use the SkillSoft online resources.