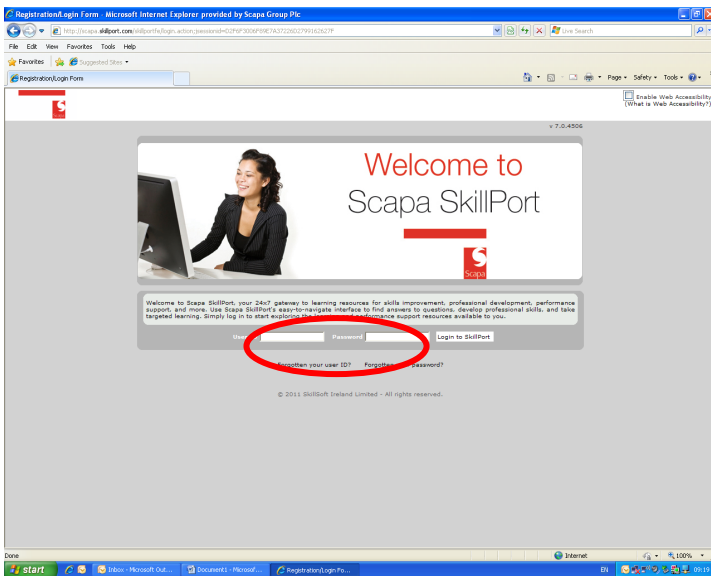# Scapa SkillPort –Quick User Guide

Log On

To get started you need to log onto the Scapa SkillPort system:-


To get started via the Scapa intranet (on site or via VPN) go to: http://scapa.skillport.com/skillportfe/login.action to log in and to set up your password.

Your user ID is your Scapa email address and password is welcome1. When you go in the first time you will be given the opportunity to change this password. You can also access Scapa Skillport from any internet connection just go to: http://scapa.skillport.com

Eventually we will set up single sign on from the Scapa Intranet meaning you will not need to keep putting in your password. However you do need to set up your password in order to access Scapa Skillport from the internet.

Learning About the System and Getting help
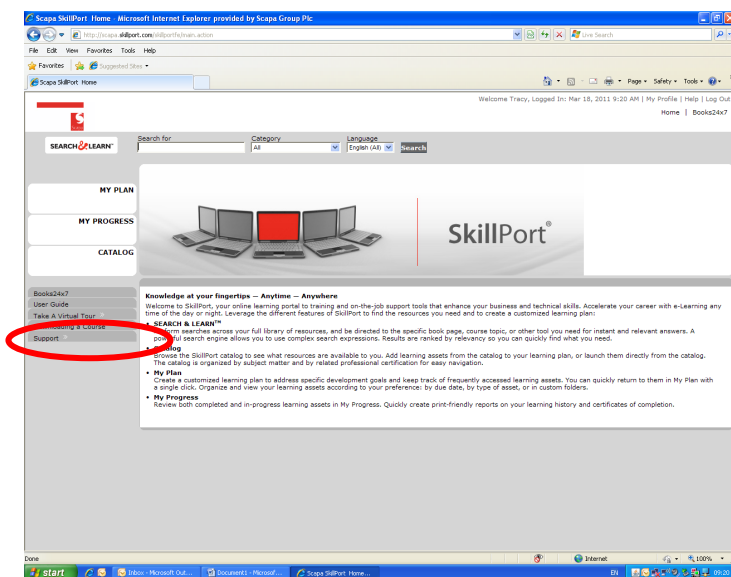
When you first log on and access the system it is worth looking at the Users Guides and Virtual Tour (this is a bit slow to load).
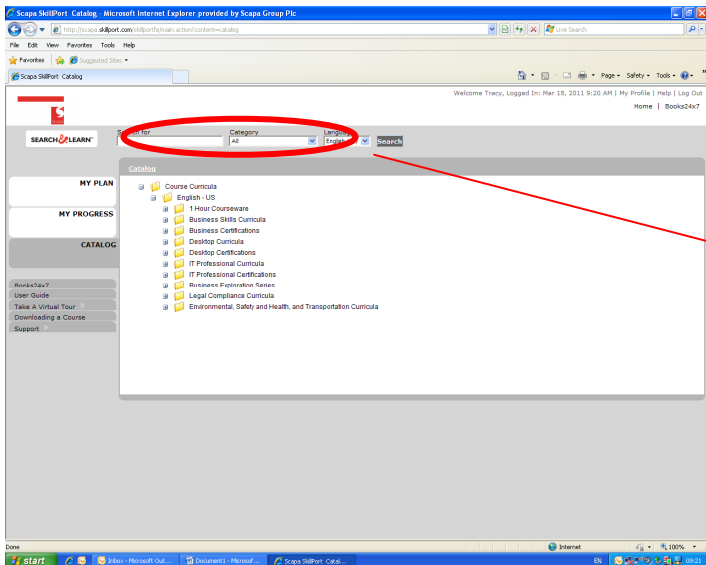
The Users Guides you will find particularly useful are; Managers Quick Start Guide, E-Learning Contract and Setting Expectations for E-Learning.

Please note - not all features are incorporated in the Scapa SkillPort system.

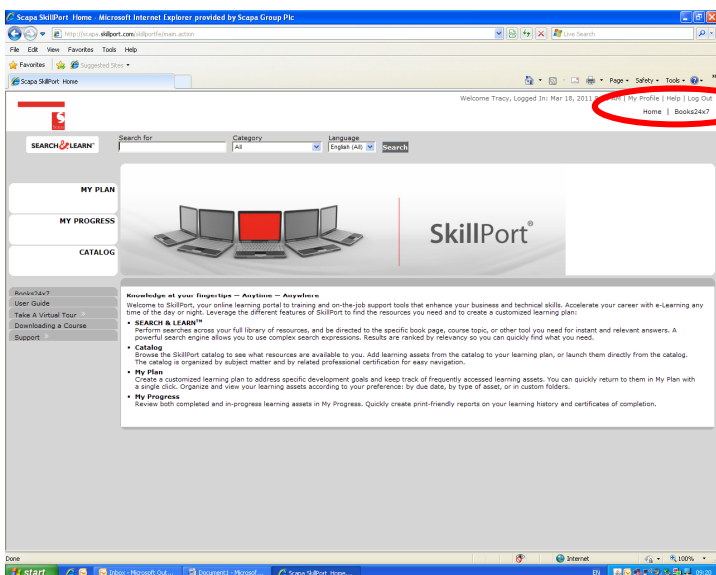## Accessing the Training Catalogue
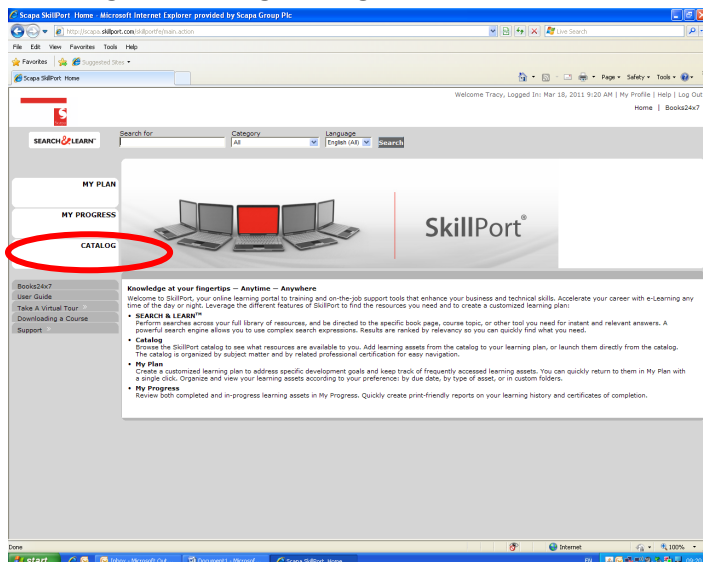
To access the training course catalogue, click on 'Catalogue' on the home page.

Then click on 'Course Curricula' and 'English US'. This takes you to a list of training course programmes by topic. Browse here or use the search facility to find the training course that you need.

**Search facility**

Accessing the Books 24x7

From the Home Page click on Books 24x7 to gain access to a range of books and videos on a huge variety of different topics.

You need to close this window down when you log out of Skillport.

The best way to learn about a new system is often to have a go. Below are 3 things for you to try:

1. Let's find a <u>course</u> in Managing Performance - as we are coming up to end of year reviews you might find the 1 hour course on Managing Performance useful.
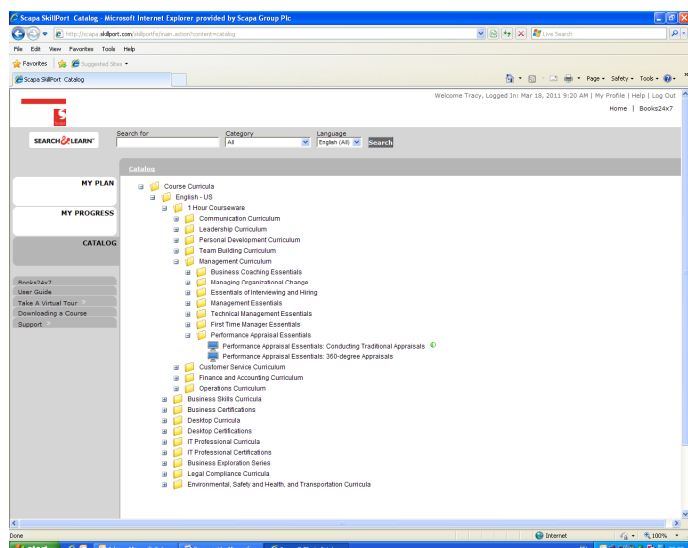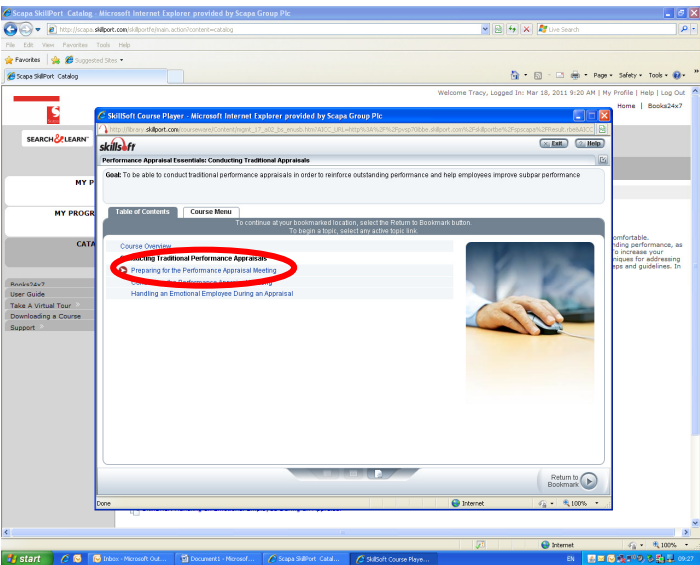

From the course curricula page go to – English US – 1 hour courseware – management curriculum – performance appraisal essentials (conducting traditional appraisals).
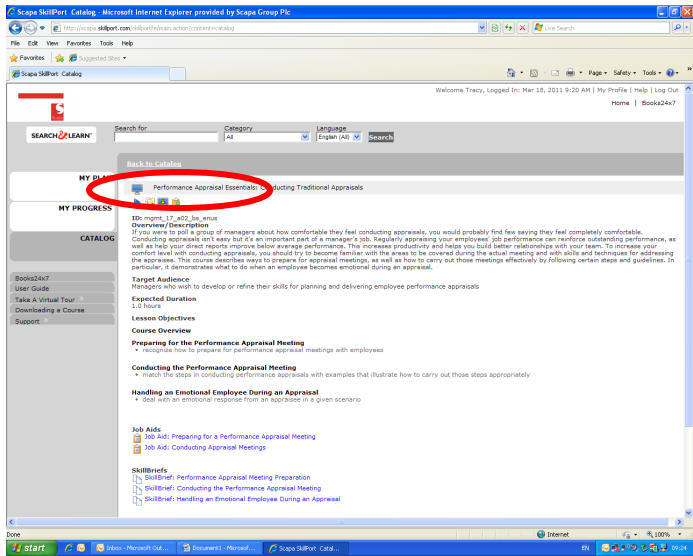
From the performance appraisal essentials page, you can launch the course directly or download it to use later.

If a one hour course seems too much check out the 'Job Aids' and Skill Briefs' on this page.
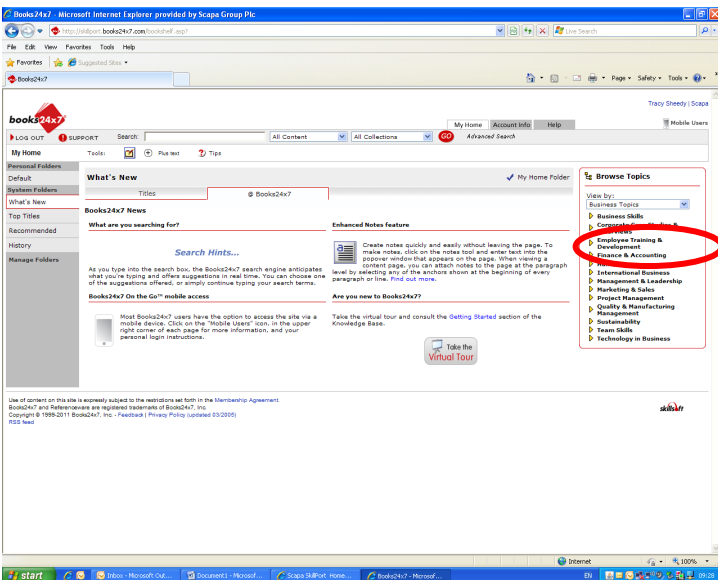

This course lasts about 1 hour and includes mini tests so you can check your progress and understanding. To start the course click on the course chapters.

If a one hour course seems too much you can just download the Job Aids and Skill Briefs
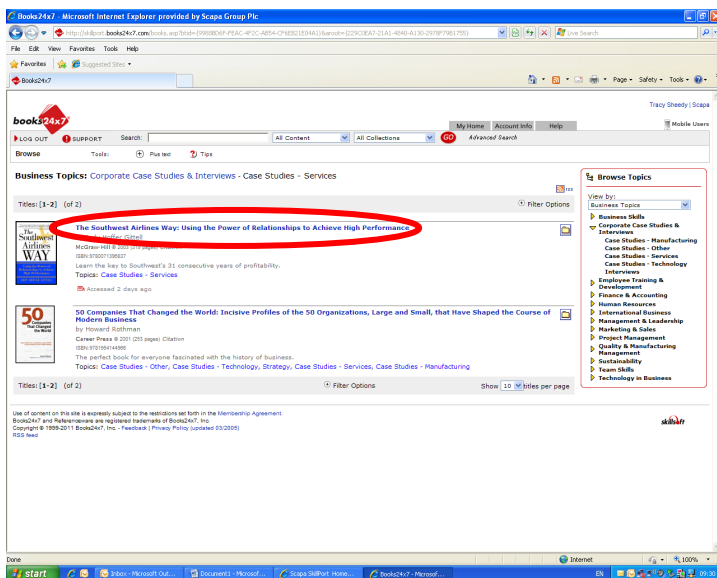
Let's find a case study on Southwest Airlines

To begin you need to access Books 24x7 from the home page.

From the Books 24x7 home page click, select 'Business Topics' from the drop down list headed 'View By'.

From here click on Corporate Case Studies & Interviews, select 'case studies services' – click on The Southwest Airlines Way

3. Let's find a **video** by Jeffrey Immelt, CEO GE – in this 1 minute video clip Immelt talks about the 'human right' of getting honest feedback.
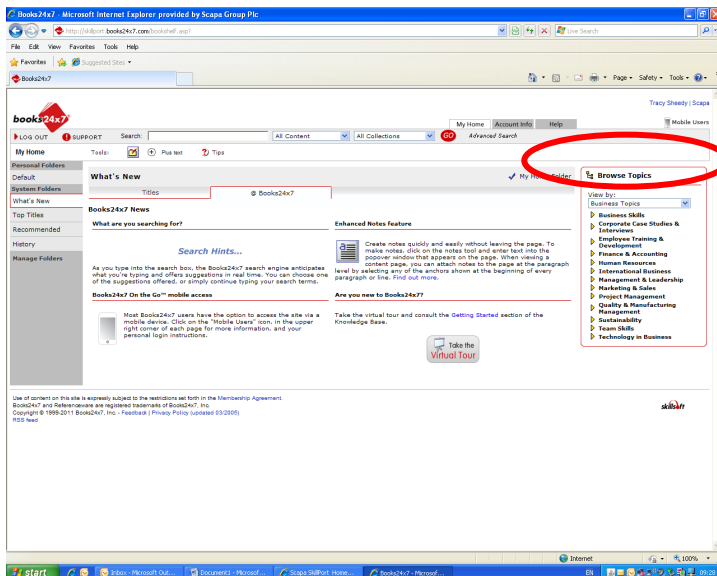
On the home page click on Books 24x7 in the top left hand corner. Make sure Leadership Channel Topic is selected in 'View By' – you can find this just below 'Browse Topics).
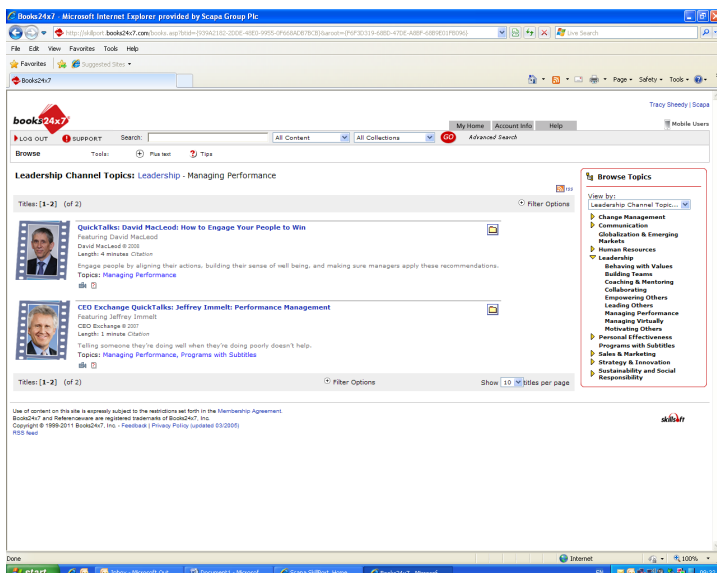
From here click on' leadership', select 'managing performance' – click on CEO Exchange Quick Talks