

**SIGN IN:** Click the link provided, or copy the url into a browser.

[learningondemand.skillport.com](http://learningondemand.skillport.com)

Enter your State of Ohio User ID

Enter your password:  if first time

log in, enter welcome (not case sensitive)

Passwords must contain eight characters, four letters and four numbers

**Click:** Sign In



If configured on your site, may be able to register yourself.

(continued inside)

# LEARNING ON DEMAND

## Quick Reference Card for Learners

Contact Mary Cornwell,  
Learning on Demand  
training program manager at  
614-995-0154 or by email at  
[LearningonDemand@das.ohio.gov](mailto:LearningonDemand@das.ohio.gov).

**OhioDAS**  
SERVICE · SUPPORT · SOLUTIONS  
DEPARTMENT OF ADMINISTRATIVE SERVICES

## SEE RECENTLY

**VIEWED:** You can find a list of your most recently viewed content items by clicking **Recently Viewed**.

## VIEW UPCOMING

**EVENTS:** Find out about upcoming Live Events and Instructor Led Training sessions under **Upcoming Events**.

## EXPLORE FEATURED

**TOPICS:** Content that your organization wants to feature can be listed in the **Featured Topics** dropdown. Click on a selection in the drop down to view more details.

**FIND CONTENT:** Find content of interest to you by using **Browse** or **Search**, or by selecting content presented on the page.

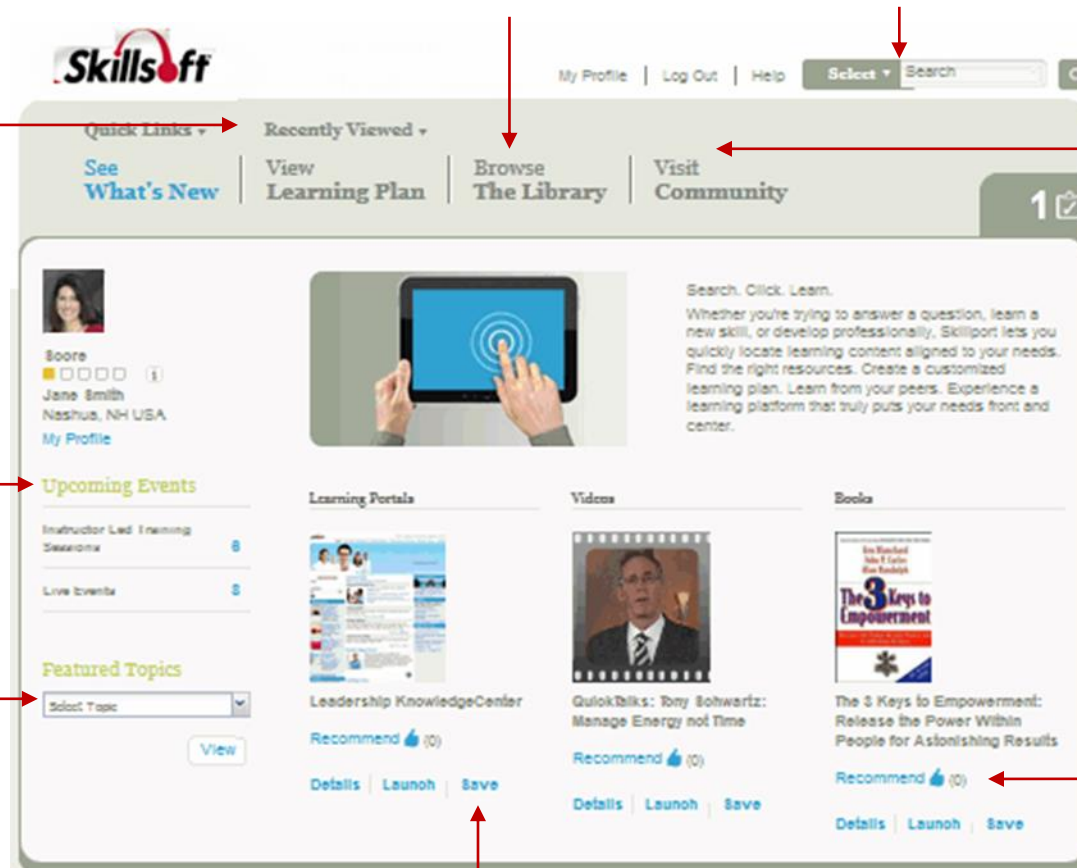
## VISIT COMMUNITY:

Click **Visit Community** to view comments, activity, and recommendations in your community.

## CHECK YOUR TO DO LIST:

Click the **To Do List** to find out if you have upcoming or overdue items in your learning plan.

**RECOMMEND IT:** Let others know about great content by recommending it and posting comments in your Community. You can also see what content others have recommended.



**SAVE CONTENT:** Found some great learning content? Click **Save** to save it to your learning plan so that you can easily return to it later. You can also create sets in your learning plan to help organize your content.