

HOW TO ACCESS SKILLPORT REQUIRED COURSES

1. To access your **REQUIRED COURSES**, log into skill port and click the link **VIEW LEARNING PLAN**.

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Upcoming Events
Instructor Led Training Sessions 6

Search. Click. Learn.

Welcome to the Southeast Missouri State University Employee Training website. Southeast Missouri State University is committed to creating an environment of learning and performance that furthers Southeast's mission, vision and values, and responds to current and future priority human resource development needs. We are committed to the acquisition, retention, and development of a first-class workforce. To that end, we plan to offer cutting-edge, reflective workplace learning opportunities for the university's staff members. This includes the delivery of training designed to offer professional education opportunities and enhance the employee's expertise and appreciation for lifelong learning.

We hope you will find this site useful and you take advantage of all the opportunities provided to our employees.

Carlos Vargas
President

ILT Office365

ILT SMOKING CESSATION CLASSES

Courses @#%&!

2. Once you are in the view learning plan page, you will see courses that have been assigned to you. Locate the course you wish to take and click **LAUNCH**.



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Assigned Learning Personal Learning

General	Status	Due
 Harassment Prevention for Employees - Higher Education Edition Course: 30 Minutes Details Launch More Actions ▾	<input type="radio"/>	n/a
 Title IX for Higher Education Course: 30 Minutes Details Launch More Actions	<input type="radio"/>	n/a

Instructor Led Training

3. If a course is approaching its due date, you will have an icon (pictured below). **THESE COURSES ARE THE PRIORITY AND SHOULD BE COMPLETED FIRST.** Click the icon to launch those courses.

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Instructor Led Training Sessions

7 sessions available [Search for Sessions](#)

Course Title	Start	End	City	Instructor	Session Status	
Office 365 Implementation and Training	Feb 3, 2017 10:00 AM CST	Feb 3, 2017 11:00 AM CST	N/A	N/A	Confirmed	Actions
Free Smoking, Tobacco Cessation Classes	Feb 8, 2017 12:00 PM CST	Feb 8, 2017 1:00 PM CST	N/A	N/A	Confirmed	Actions
Office 365 Implementation and Training	Feb 17, 2017 2:30 PM CST	Feb 17, 2017 3:30 PM CST	N/A	N/A	Confirmed	Actions
Office 365 Implementation and Training	Mar 3, 2017 10:00 AM CST	Mar 3, 2017 11:00 AM CST	N/A	N/A	Confirmed	Actions
Free Smoking, Tobacco Cessation Classes	Mar 7, 2017 12:00 PM CST	Mar 7, 2017 1:00 PM CST	N/A	N/A	Confirmed	Actions
Free Smoking, Tobacco Cessation Classes	Apr 20, 2017 12:00 PM CDT	Apr 20, 2017 1:00 PM CDT	N/A	N/A	Confirmed	Actions
Administrative Professionals Day - Luncheon	Apr 26, 2017 11:45 AM CDT	Apr 26, 2017 1:15 PM CDT	N/A	N/A	Confirmed	Actions