Quick Start Guide for Learners

Direct Access to Skillsoft Books Site

This guide will help you register to the Skillsoft Books site and allow you to access books, audiobooks, and videos without having to go through the TMS.

1) Go to the Skillsoft Books website. You may click here: https://valo.skillport.com

2) Click on the ‘Register’ Link and you will be brought to the Self-Registration page.
3) Enter valid VA email Address (for example: john.doe@va.gov).

4) Select Group: VA Skillsoft Books and Videos.

5) Enter your First Name, Last Name, and re-enter your valid VA email address. Your login credentials will be sent to this email address.

6) Select Checkboxes 'Enable Web Accessibility' and 'I understand that I must use my VA email address…' Choose 'Sign Up'.

7) An email will be sent to you with your Username and Password.

8) Go to https://valo.skillport.com and enter VA email address and Password. Click 'Login to Skillport' to enter the VA Skillsoft Books site.
Navigating Skillsoft Books website

This guide will help you learn about important features and functionality in the new Skillsoft Books platform.

- Fresh, contemporary design
- Personalized homepage with recommendations and featured content
- Streamlined access to content
- Redesigned browse views
- Easy filtering by learning style, date, subject
- Highlighting new assets

Explore the Home Page

Once you have launched Books, the Home page displays. The Home page provides easy access to books and videos, and allows you to search for content.

1. Access Quick Links, containing key popular options such as Learning Transcript, My Approvals, and Support.
2. View Featured Topics which highlight specific resources but is not all-inclusive for what is available in the subject area.
3. Scroll down for Featured and Recently Viewed Content.
Find content by clicking **The Library** and selecting a subject. Content libraries can be organized by whatever criteria aligns with the training goals at the VA, such as subject area, content type, or job role.

The Library contains all of the content to which you are entitled.

Once you select a subject, content is grouped by type so that you can access books or videos. You can:

1. View content options in the carousel, and select **LAUNCH** if interested.
2. Select the tab that corresponds to the content type that you are interested in.
3. Choose a category in the left-hand menu to view related content items.
Use Search at the top right to quickly locate content.

1. Enter terms in Search and click or press the Enter key.
2. View your returned search results, organized in tabs.
3. Search within the results to further refine the content displayed.

Use Filters

After your initial search, you can refine your search results by applying filters. Click Add Filters to:

1. Choose certain subjects to refine your results by subject.
2. Select specific content types to view. Audiobooks for example.
3. Narrow your results further and filter by training credits and copyright.
Manage your Learning Plan

View and manage your assignments by clicking Learning Plan. Personal Learning contains content that you have saved for completion, as well as any bookmarks in the Library you may have created.

To help organize your assignments, content in Personal Learning can be arranged in sets.

Check your History

Use My History to quickly view your Learning Transcript. For those items still in progress, you can launch directly from the transcript page.
Skillsoft Audio Books

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