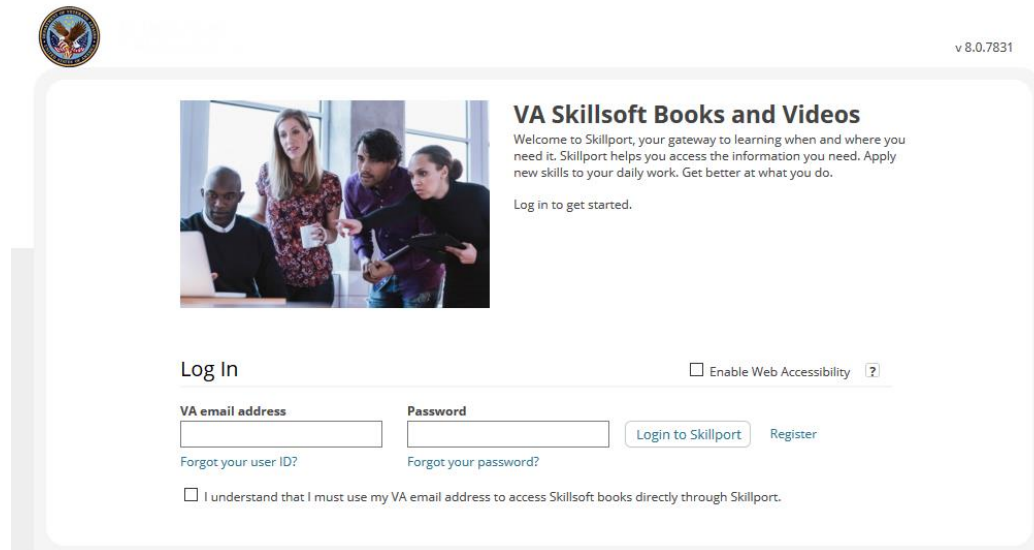


Quick Start Guide for Learners

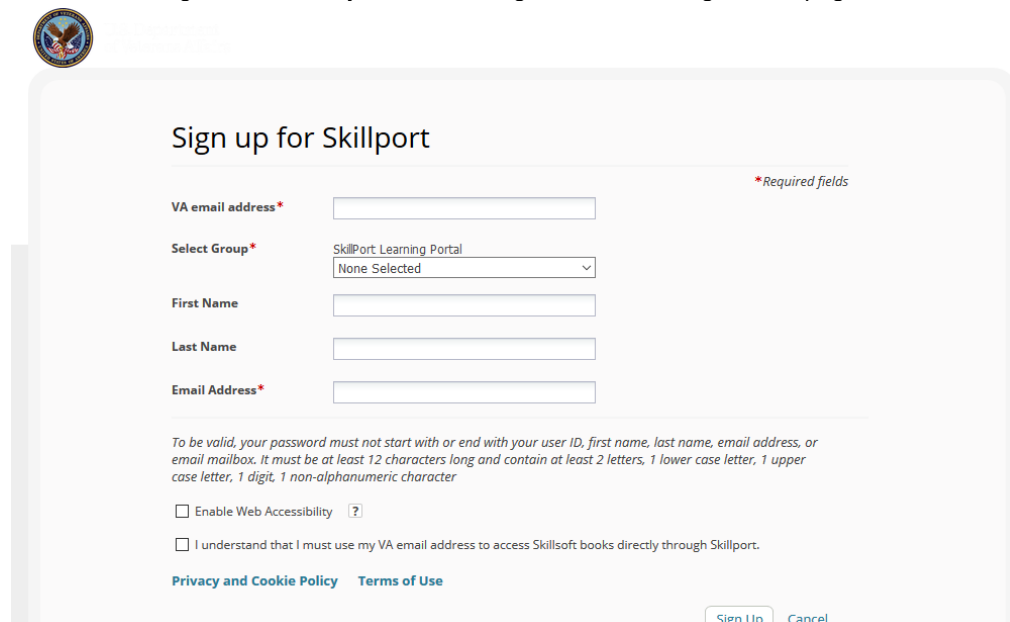
Direct Access to Skillsoft Books Site

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.

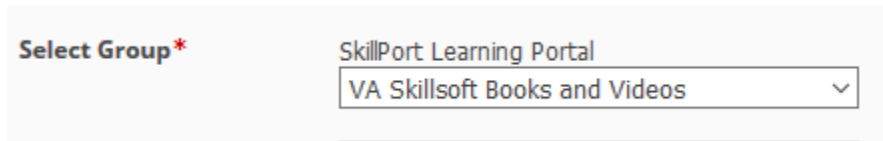
- 1) Go to the Skillsoft Books website. You may click here: <https://valo.skillport.com>



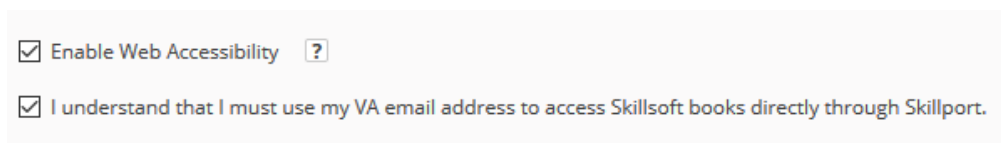
- 2) Click on the 'Register' Link and you will be brought to the Self-Registration page.



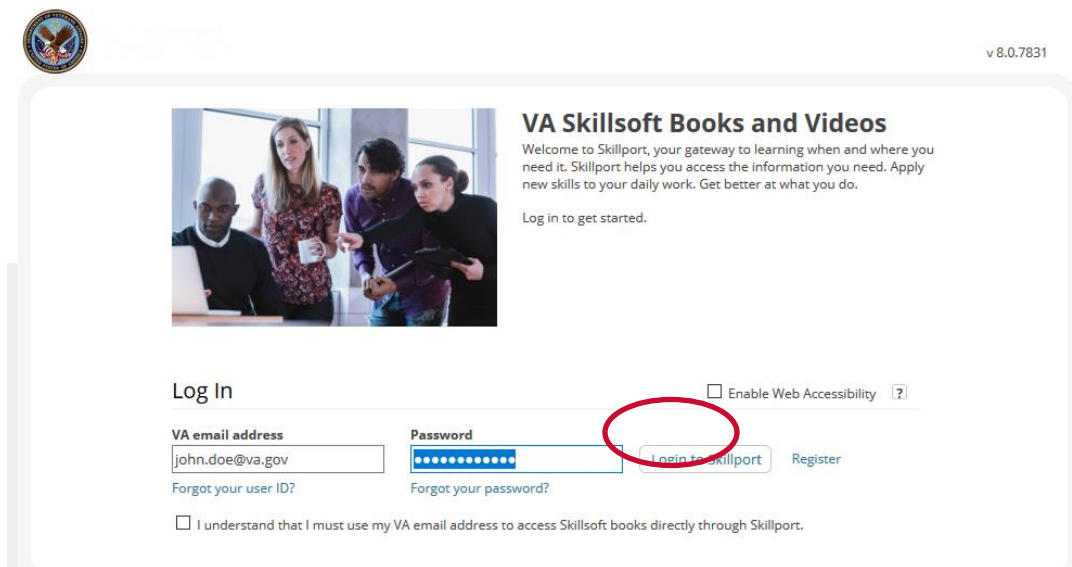
- 3) Enter valid VA email Address (for example: john.doe@va.gov).
- 4) Select Group: **VA Skillsoft Books and Videos**.



- 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

The screenshot shows the VA Skillsoft Learning Resources Home Page. At the top, there is a dark blue navigation bar with the U.S. Department of Veterans Affairs logo, 'U.S. Department of Veterans Affairs Click here for home', 'Learning Plan', 'The Library', a search bar labeled 'Search Content', a language dropdown set to 'English (US)', and a 'My Profile' link. Below the navigation bar, the page is divided into three main sections:

- 1 Quick Links:** A vertical list of links including 'My History', 'VA 24x7 Learning Resour...', 'Skillsoft Support', and 'Admin'.
- 2 Featured Topics:** A section titled 'Featured Topics' with a link to 'ACHE Board of Governors Study ...' and a sub-link for 'Business Continuity during COVID'.
- 3 Welcome to VA Skillsoft Learning Resources:** A large section with a background image of a person working on a laptop. The text reads: 'Welcome to VA Skillsoft Learning Resources. As a VA employee, you are a leader who brings top-level service to veterans and their families. We encourage you to use this extensive online library for your professional and personal growth. Content is available in a variety of formats to meet your learning style - including books, videos, summaries, and audio recordings. You can find content on business skills, leadership, IT, desktop applications, safety compliance, and much more. Easily find content through the Library or Search Content features above.'

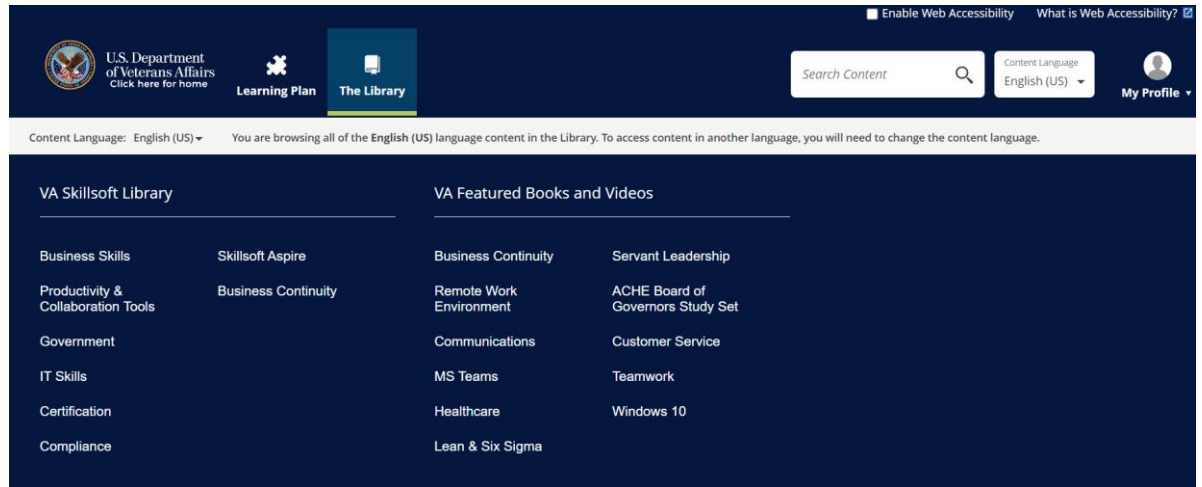
Once you have launched Books, the **Home** page displays. The Home page provides easy access to books and videos, and allows you to search for content.

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**.

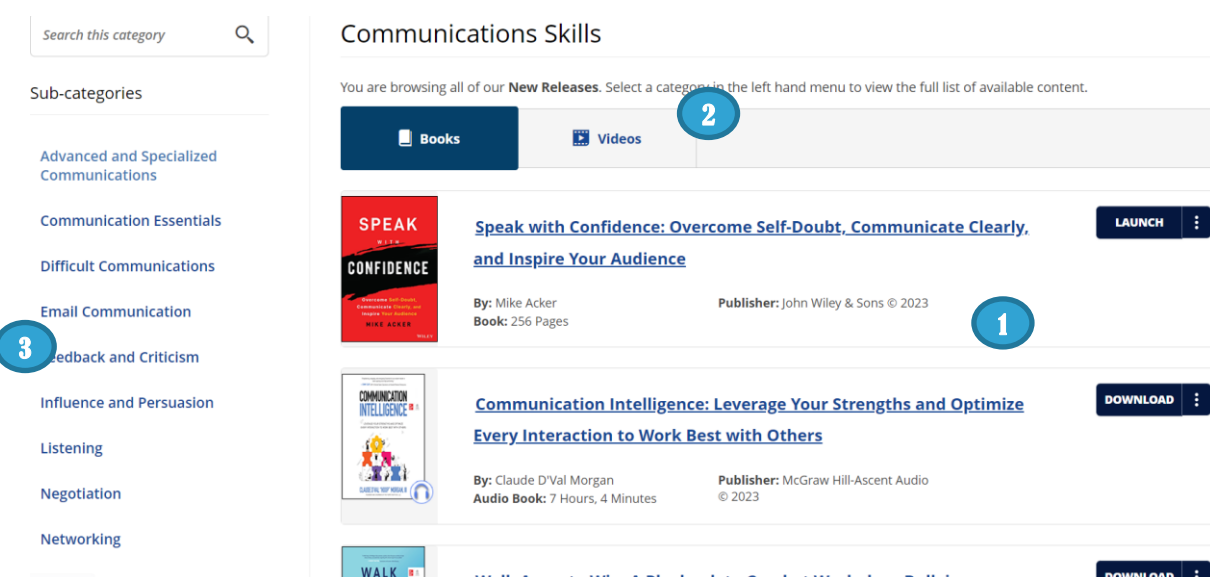
View The Library

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.



Browse The Library




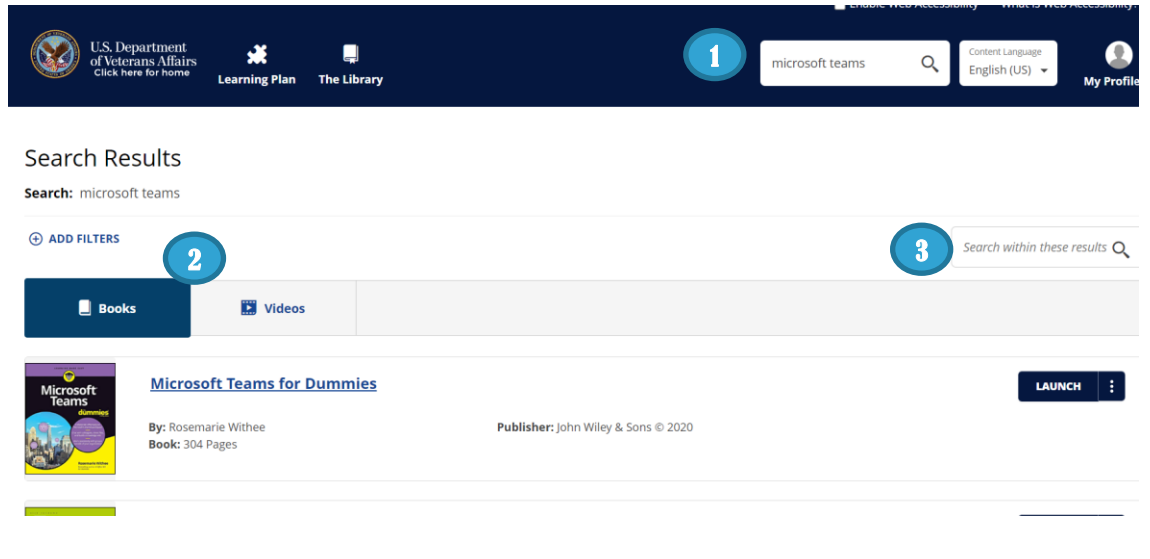
Once you select a subject, content is grouped by type so that you can access books or videos. You can:

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.

Search for Content

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.

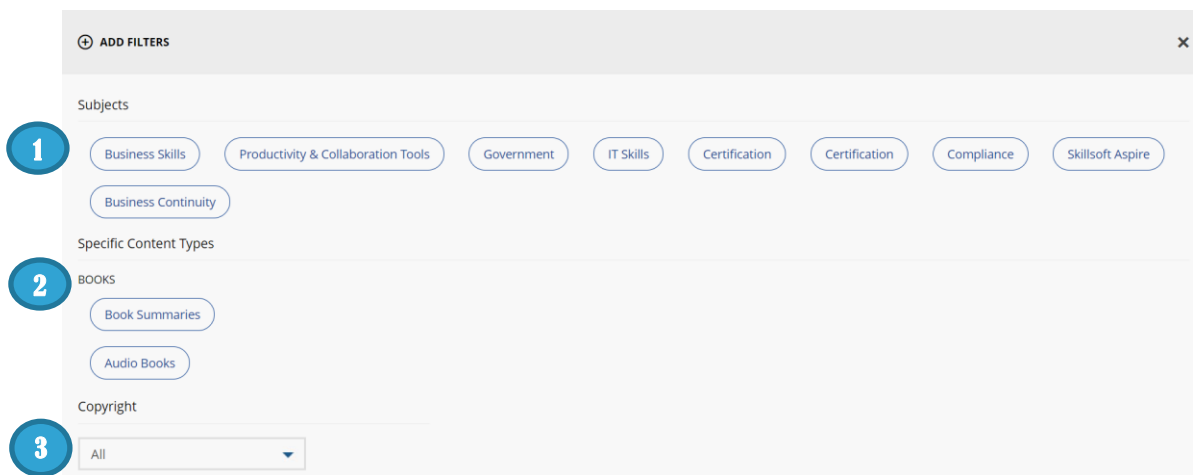


The screenshot shows the top navigation bar with the U.S. Department of Veterans Affairs logo, 'Learning Plan', and 'The Library' links. A search bar contains 'microsoft teams' with a magnifying glass icon. To the right, there's a 'Content Language' dropdown set to 'English (US)' and a 'My Profile' link. Below the navigation bar, the 'Search Results' section is displayed. It includes a search input field with 'microsoft teams' and an 'ADD FILTERS' button. Below this, there are tabs for 'Books' and 'Videos'. The 'Books' tab is active, showing a search result for 'Microsoft Teams for Dummies' by Rosemarie Withee, published by John Wiley & Sons in 2020. A 'LAUNCH' button is visible next to the book title. A search icon and 'Search within these results' text are also present.

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.



The screenshot shows the 'ADD FILTERS' dialog box. It has a close button (X) in the top right corner. The dialog is divided into three sections: 'Subjects', 'Specific Content Types', and 'Copyright'. The 'Subjects' section has a list of filter buttons: 'Business Skills', 'Productivity & Collaboration Tools', 'Government', 'IT Skills', 'Certification', 'Certification', 'Compliance', and 'Skillsoft Aspire'. The 'Specific Content Types' section has a 'BOOKS' sub-section with buttons for 'Book Summaries' and 'Audio Books'. The 'Copyright' section has a dropdown menu currently set to 'All'. Three numbered callouts (1, 2, 3) are overlaid on the image to highlight the filter options.

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.

Personal Learning


General

[Add Learning Event](#)

[Manage Sets](#)

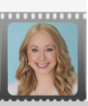
Personal Learning SORT BY ^

General



Digital Minimalism: Choosing a Focused Life in a Noisy World DETAILS

By: Cal Newport Duration: 1 Hour Status: n/a
Due: n/a



Live Event: The Power of Insight: How Self-Awareness Helps Us Succeed at Work and in Life LAUNCH

By: Tasha Eurich Publisher: Skillsoft Ireland Limited © 2020 Status: n/a
Due: n/a

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.

Learning Transcript


Core Data PRINT

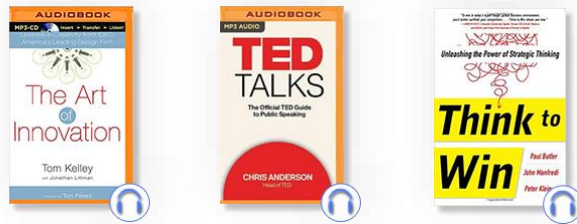
[ADD FILTERS](#)

Required	Type	Title	ID#	First Accessed	Last Accessed	Completed	Current Score	Highest Score	Actions
No	Book	Introduction to the Financial Management of Healthcare Organizations, Sixth Edition	74370	May 27, 2021	May 27, 2021	N/A	N/A	N/A	⋮
No	Book	Crucial Conversations: Tools for Talking When Stakes Are High, Second Edition	44095	May 25, 2021	May 25, 2021	N/A	N/A	N/A	⋮
No	Book	Crucial Conversations: Tools for Talking When Stakes Are High, Second Edition	48941	May 25, 2021	May 25, 2021	N/A	N/A	N/A	⋮
No	Course	Preventing Fraud and Abuse	lchr_01_c52 Ic_enu s	May 19, 2021	May 19, 2021	-	-	-	⋮
No	Video	Live Event: The Get Better Mindset	148030	Apr 24, 2020	May 20, 2020	N/A	N/A	N/A	⋮

Skillsoft Audio Books

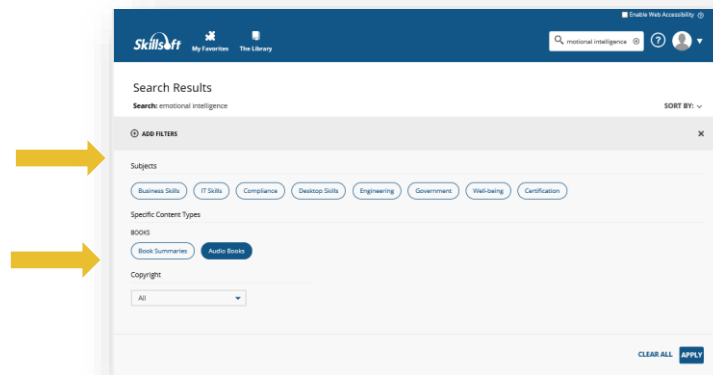


Skillsoft Books contains hundreds of audio books in downloadable MP3 format! Once downloaded, audio books can be played on any device that supports MP3 files, such as an iPod, iPad, or a smartphone. Audio books are distinguished by a headphones icon  on the book cover. New audio books are added regularly.

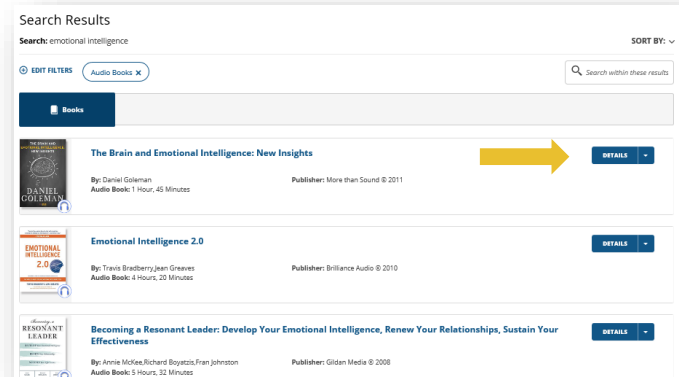


How to Download an Audio Book

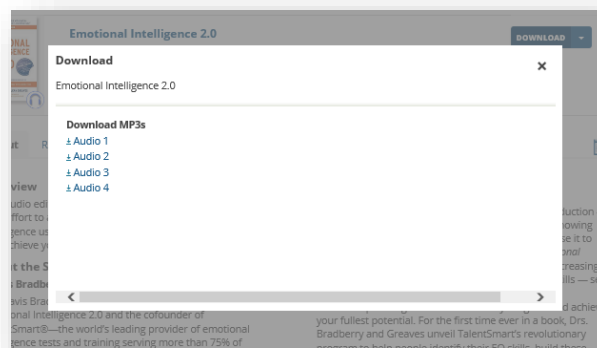
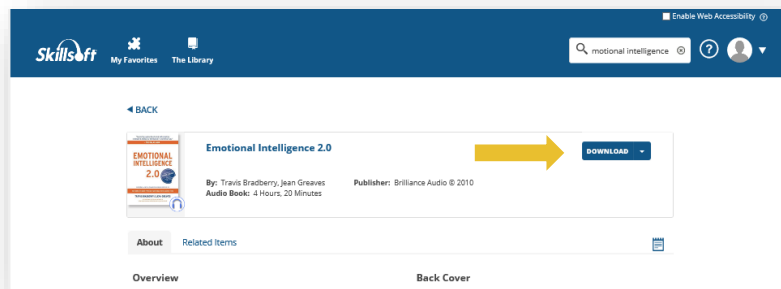
Search on a topic, click on “ADD FILTERS”, select “Audio Books” and click the APPLY button.



Launch an audio book by clicking on DETAILS.



Click on DOWNLOAD to obtain the MP3 files. (They are split into multiple files.)



How to Download Books' Chapters

Chapters to Go™ is a feature available for subscribers of select Skillsoft Books collections. Chapters to Go lets you download entire book chapters in PDF, Kindle-ready mobi and EPUB file formats. The chapter downloads are ideal for offline reading and printing, and contain personalizations such as your bookmarks and notes. For copyright reasons, chapters downloads are watermarked with your email and a link to the membership agreement.

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