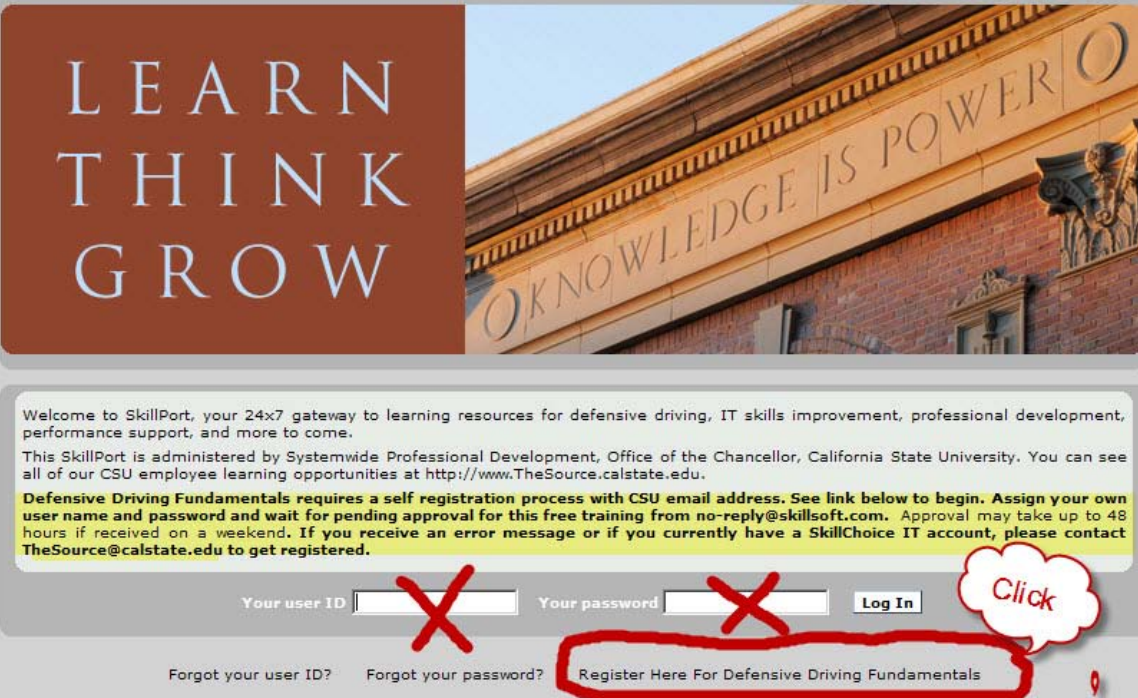


How to Sign in for Defensive Driving Fundamentals

<http://www.CentralStationU.skillport.com>



The image shows the SkillPort login page. On the left, a brown box contains the text "LEARN THINK GROW". On the right, a photograph of a building features the inscription "KNOWLEDGE IS POWER". Below the header, a welcome message is followed by a yellow box containing registration instructions. The login form has fields for "Your user ID" and "Your password", both marked with a red 'X'. A "Log In" button is present. A red circle highlights the "Register Here For Defensive Driving Fundamentals" link, with a red 'X' over it and a speech bubble saying "Click".

Welcome to SkillPort, your 24x7 gateway to learning resources for defensive driving, IT skills improvement, professional development, performance support, and more to come.

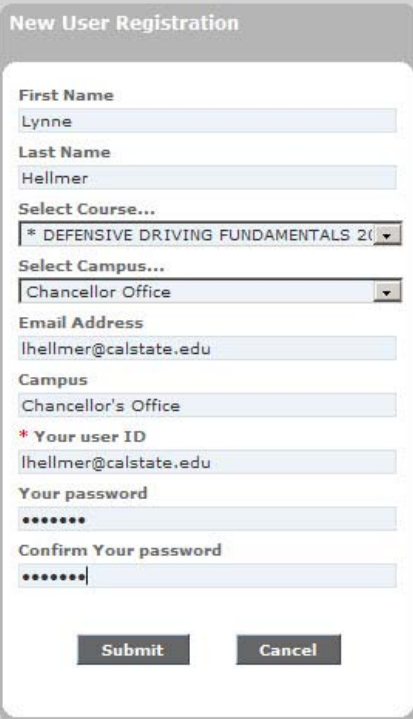
This SkillPort is administered by Systemwide Professional Development, Office of the Chancellor, California State University. You can see all of our CSU employee learning opportunities at <http://www.TheSource.calstate.edu>.

Defensive Driving Fundamentals requires a self registration process with CSU email address. See link below to begin. Assign your own user name and password and wait for pending approval for this free training from no-reply@skillsoft.com. Approval may take up to 48 hours if received on a weekend. If you receive an error message or if you currently have a SkillChoice IT account, please contact TheSource@calstate.edu to get registered.

Your user ID Your password Click

[Forgot your user ID?](#) [Forgot your password?](#) [Register Here For Defensive Driving Fundamentals](#)

Read instructions shown in yellow. Register yourself for the training. Click on the link to go to the new user registration. **NOTE: The only time this won't work is if you already have a SkillSoft user license or have already registered yourself for this training. Call the number listed for help.**



The image shows the "New User Registration" form. It includes fields for First Name (Lynne), Last Name (Hellmer), Select Course (DEFENSIVE DRIVING FUNDAMENTALS 20...), Select Campus (Chancellor Office), Email Address (lhellmer@calstate.edu), Campus (Chancellor's Office), Your user ID (lhellmer@calstate.edu), Your password (masked with dots), and Confirm Your password (masked with dots). There are "Submit" and "Cancel" buttons at the bottom.

New User Registration

First Name
Lynne

Last Name
Hellmer

Select Course...
* DEFENSIVE DRIVING FUNDAMENTALS 20...

Select Campus...
Chancellor Office

Email Address
lhellmer@calstate.edu

Campus
Chancellor's Office

* Your user ID
lhellmer@calstate.edu

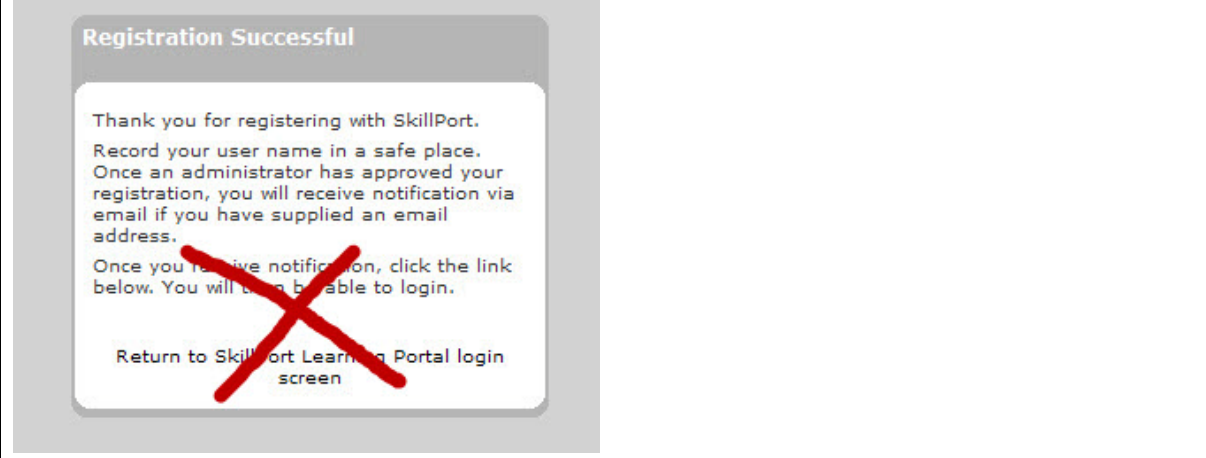
Your password
.....

Confirm Your password
.....

Complete the form and fill in all of the blanks. Only users with a CSU ".edu" email address will be approved.

Assign yourself a username. Most people use their email address. Assign yourself a password. **Remember it.**

Click "submit" and wait for an acknowledgement to your email address.

 <p>Registration Successful</p> <p>Thank you for registering with SkillPort. Record your user name in a safe place. Once an administrator has approved your registration, you will receive notification via email if you have supplied an email address. Once you receive notification, click the link below. You will then be able to login.</p> <p>Return to SkillPort Learning Portal login screen</p>	<p>You will see this screen after you submit your registration.</p> <p>Note that you will not be able to log in until your registration has been approved— from 2-48 hours.</p>
<p>From: no-reply@skillsport.com To: Hellmer, Lynne Cc: Subject: Your Defensive Driving online course</p> <p>Dear Lynne Hellmer:</p> <p>Your registration request has been received for Defensive Driving Fundamentals 2010. Upon our verification the able to access this online course by entering the user name and password that you selected when you self-registered anywhere from 2-48 hours depending upon the day of the week. (Weekend entries will not be processed until Monday)</p> <p>Return to http://CentralStationU.skillport.com to access the course. The username and password you entered are askaboutethics@calstate.edu is the username you entered. welcome is the password you gave yourself.</p> <p>Since this course is available only to employees of the California State University, if you used a personal email address indicate a CSU campus, we will not seek employment verification and will deny access. If that happens, please contact your campus address.</p> <p>Sincerely, Systemwide Professional Development Office of the Chancellor TheSource@calstate.edu</p> <p>(This is an acknowledgement message. Please do not reply to this email.)</p>	<p>You will immediately receive this acknowledgement letter to the email address you used. Note that the “from” address is “no-reply”.</p> <p>Note that approval of your registration may take as long as 48 hours if you register on a weekend or holiday. The registrations are approved manually.</p> <p>Save this letter.</p>

From: skillportemail@skillsoft.com
To: Hellmer, Lynne
Cc:
Subject: California State University

DO NOT reply to this message.
This is an automated response to your self registration request.

Username: askaboutethics@calstate.edu

Click here to login:
<http://centralstationu.skillport.com/skillportfe/login.action>

This is the APPROVAL notice. The "from" address is skillportemail@skillsoft.com

Your username is shown but you will need to remember your password (or refer back to the acknowledgement letter received earlier.)

Now that your registration is approved, you are ready to log in.



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Your user ID Your password

[Forgot your user ID?](#) [Forgot your password?](#) [Register Here For Defensive Driving Fundamentals](#)

SEARCH & LEARN™ Search for Category All Language English (US)

MY PLAN

MY PROGRESS

CATALOG

Click on the "Catalog" to find your new course.

LEARN. THINK. GROW.
 CSU Systemwide Professional Development brings you
 Welcome to SkillPort, your online learning portal to training and
 Learning anytime of the day or night. Leverage the different

After logging in you will see a new page where you will need to choose what to do next.

Click on "catalog" to see the name of your course. The course may also be inside of "My Plan."

CSU The California State University

SEARCH & LEARN™ Search for Category All Language English (US)

MY PLAN

MY PROGRESS

CATALOG

Catalog

Defensive Driving Fundamentals

Click on course name to open up more information about course plus

- Launch button
- Add to plan button
- Download course (don't use this)
- Job aids and other handouts

You can click on the Launch/play button to start the course

COMPLETE THE COURSE. There will be practice questions throughout the course with feedback. However, your course is not completed until you take the final exam. See separate instructions for

Course length is one hour.

finding the test and completion certificate.

Table of Contents Course Menu

To start the course from the beginning, select the Begin Course button.
To begin a topic or test, select any active topic or test link.

	Type	Status	Current Score	Take Course Test
Course Overview	Overview	<input type="radio"/>	N/A	
Defensive Driving Techniques				Take Test
General Safety Guidelines	Instruction	<input type="radio"/>	---	
Safe Driving Techniques	Instruction	<input type="radio"/>	---	
Adverse Driving Conditions	Instruction	<input type="radio"/>	---	
Emergency Response	Instruction	<input type="radio"/>	---	

This is the course menu and will show you how you are progressing.

The course menu will display how far along you are. You can take the test at any time but we advise that you save it until you have completed the course. If you don't meet the minimum 80% score, you will have to continue taking the test over without any feedback.

The "status" column shows how you are progressing in the instructional areas.

skillsft

Defensive Driving Fundamentals


Goal: To recognize defensive driving techniques

Table of Contents Course Menu

To start the course from the beginning, select the Begin Course button.
To begin a topic, select any active topic link.

Course Overview
Defensive Driving Techniques
General Safety Guidelines
Safe Driving Techniques
Adverse Driving Conditions
Emergency Response

This is the table of contents of the course.



You can skip around in the course .

ARN™ Search for Category Language

My Progress
Type Date Range

MY PLAN

PROGRESS

CATALOG

Title	ID	Last Accessed	First Accessed	Completed	Cur Sco

To check on your progress, go to the **PROGRESS** tab. You can see your course if it is “in progress.” If it is completed, you will see it under the “completed” tab.

My Progress
Type Date Range

Certificate button shows here when your course and test are completed.

[Print Report](#)

Title	ID	Last Accessed	First Accessed	Completed	Current Score	High Sc...	Actions
Defensive Driving Fundamentals	esh_sah_a25	Aug 16, 2010	Aug 11, 2010	Aug 11, 2010	100	100	

Here’s what a completed course looks like on the **PROGRESS** tab.

Instructions for taking the final test (minimum score of 80% is required) and instructions for finding the certificate of completion are available on separate instruction sheets. Request help from your campus official with responsibility for administering this training program.