Getting Started with Skillsoft
This guide will help you learn about important features and functionality in Skillsoft.

Sign in to Skillsoft

In a browser, navigate to your Skillsoft Sign In page. Enter your CWID and password and click Sign In.

Note that passwords are case-sensitive.
Explore the Home Page

Once you have signed in to Skillsoft, the Home page displays. The Home page provides easy access to content and actions you use most often in Skillsoft:

1. Access Quick Links, containing key popular options such as Learning Transcript, My Approvals, and Support.
2. Find messages from your organization in this area.
3. View Featured Topics, which are specific courses or content highlighted by your organization.
4. See Recently Viewed items, as well as view recommended and featured content.
Find content by clicking **The Library** and selecting a subject. Content libraries are organized by Subject Area, Application, and Skillset.

The Library contains all of the content to which you are entitled.
Once you select a subject, content is grouped by type, such as courses, books, videos, resources, and portal. You can:

1. View content options in the carousel.
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 **Search** 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.
4. Select **Sort By** to sort content alphabetically, by publish date, or by recommendations.

![Search Results](search_results.png)

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. Books or courses are examples.
3. Narrow your results further and filter by copyright.

![Search Results](search_results_filtered.png)
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.

Learn More

Learn more about the features and functionality in Skillsoft by visiting our [online knowledge base](#). Helpful information includes:

- **What’s New in Skillsoft for Learners**
- **System Requirements**
- **How-to Documentation**