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Subject On-line Training

To: All Faculty, Staff and Students

I am pleased to announce an important change to the existing campus Computer Based Training contract. This change came about due to the merger of Smartforce and SkillSoft. As a result, the campus now has access to 400 Business Skills and 400 Information Technology on-line courses. This material is accessible by all faculty/staff and matriculated students. In addition, the material is now being hosted by SkillSoft which makes it accessible from both on-campus and off-campus. I encourage you to take advantage of the training programs.

Procedure for using SkillPort

User IDs have been established for faculty/staff and students. Your login ID is your Stony Brook ID# and your initial password is 'USBWXYZ', (Please note USB must be uppercase), where 'WXYZ' is the last four digits of your SSN. For people without a Social Security number, your password is 'USB1234'. Although the site does not require you to change your password, I strongly suggest that you do so at your first login. To change it, select the 'Customize' link and follow the instructions. Under the 'Customize' menu, you can update your email address and your password. If your email address is missing or is incorrect, please correct it. A correct email address is essential to correcting password problems. If SkillSoft cannot contact you by email, there will be a delay in getting your password problem resolved.

Obtaining your Stony Brook ID

Employees can check with Human Resources or their VP Coordinator if they do not know their Stony Brook ID. Students should check with the Registrar's Office to obtain their ID.

Note to Employees

Please check the Human Resources web site,
<http://naples.cc.sunysb.edu/Admin/HRS.nsf/pages/Training>, for available certificate programs and guidelines for the use of these courses.

Web site address:

<http://sp1.skillsoft.com/sp30114/login/login.cfm>

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