

CBT Access Instructions

1. Connect to the Internet and open Internet Explorer. Go to:
<http://wtcs.skillport.com> (Be sure to bookmark (Add to Favorites) the login page for quick access to your course)
2. Enter the user name and password from your welcome letter in the User ID and Password fields. If this is your first visit, you will want change your password by clicking the “Customize” link at the top of the MSTC SkillPort Home Page. In the Customize Your Account section of the next page click on “Update your User profile”. Here is where you will change your password. You may also edit the email address at this screen. After you have made your changes click “Update Profile”. Now click on “Home” to return to you MSTC SkillPort Home Page
3. The course(s) for which you have registered will appear in the My Plan window on your MSTC SkillPort Home Page.
4. If your course(s) contain multiple modules, select your course from the list. From the course module list click “GO” to launch the desired module. If your course contains only a single module you will click “GO” from the My Plan window on your MSTC SkillPort Home Page. If you click on the course or module name you will get a description. You can then launch the course by clicking “Play this Course”.
5. Once you’re in the e-Learning window, choose a topic by clicking on the title.
6. When you’ve finished working for the day, be sure to select “Exit” from the SkillSoft e-Learning window. Then “Log Out” from your MSTC SkillPort Home Page.
7. To return to your course Login as described above and return to your course as described in item #4. Your previous work will be saved and you can resume the lesson.
8. If you have technical problems call SkillPort Technical Support at 866.754.5435. Be prepared with your complete User Name.
9. **When you have completed the course(s) please send a confirming email to:**
Dave.Colby@mstc.edu

