

Environmental Health & Safety

Quick Guide- Accessing EHS Training

From your CSU *campus computer*...

Click on “Ds” link (Digital Sign-on) available in this guide or by e-mail link provided to you.

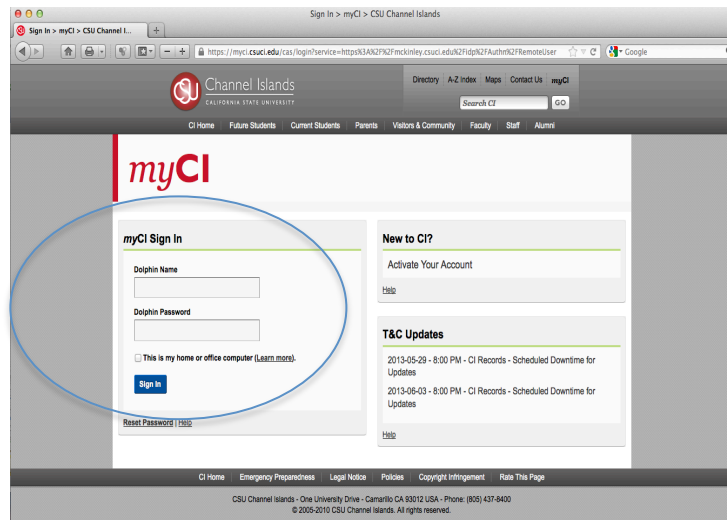


<https://ds.calstate.edu/?svc=skillsoft&org=CSUCI>

***Operating system note: On the Mac OS, Safari is not recommended.
EHS has been successful using FireFox on Mac OS.***

After clicking the “Ds” link, you will go directly to SkillPort, or you may be directed to myCI...

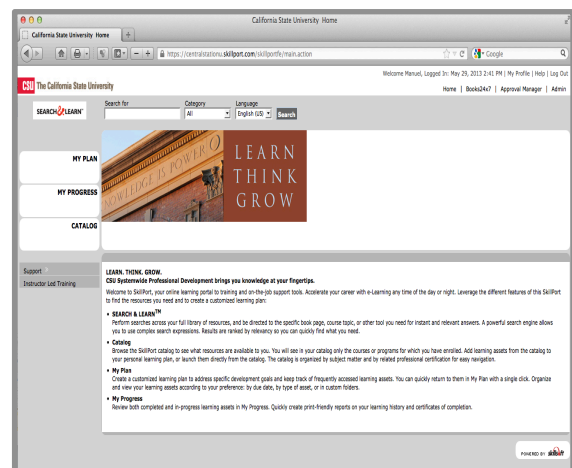
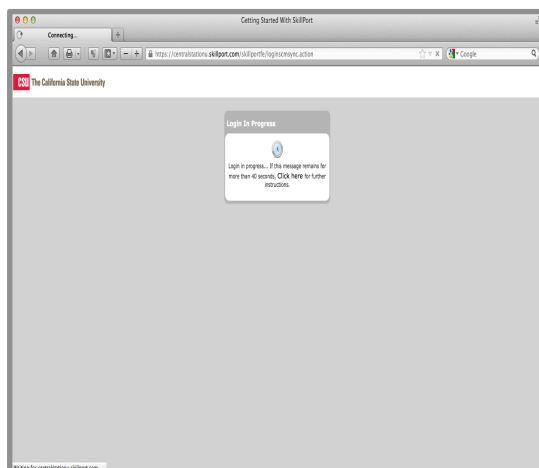
If directed to **myCI**, log-in as you would log onto your computer.



You may see a “wait” window...

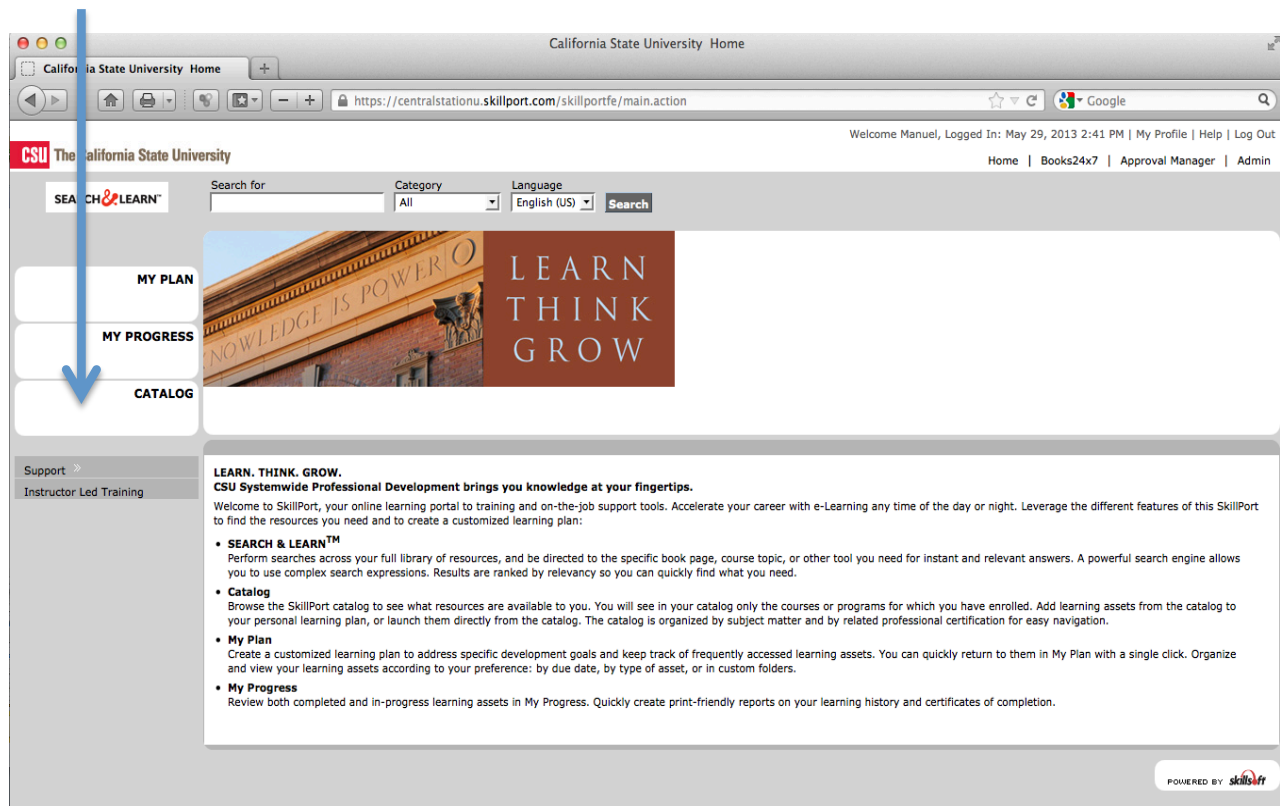


You will be redirected to SkillPort

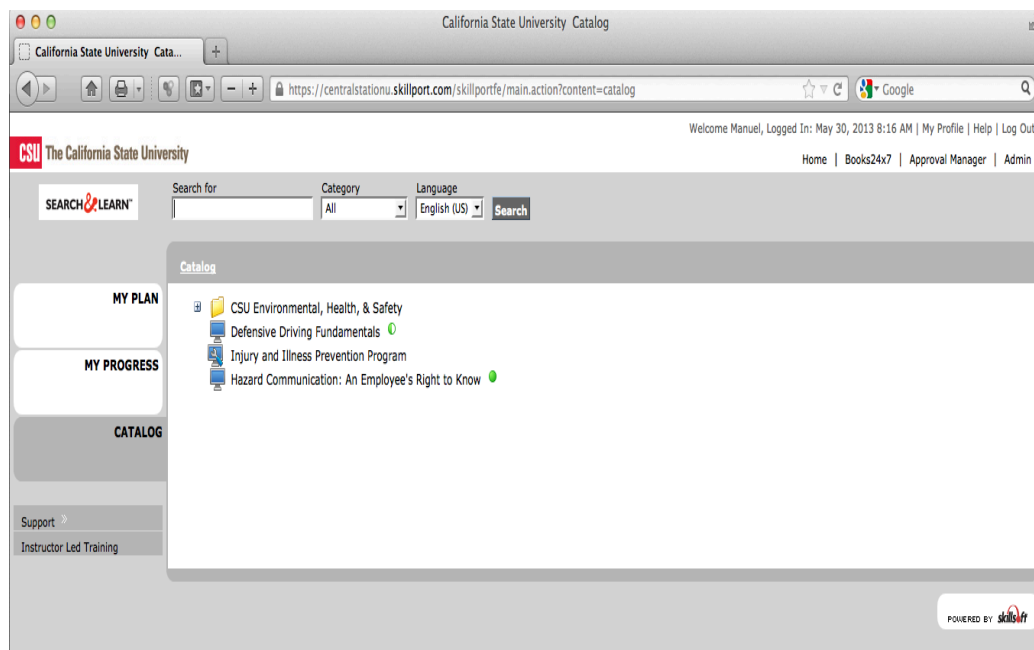


From the SkillPort homepage...

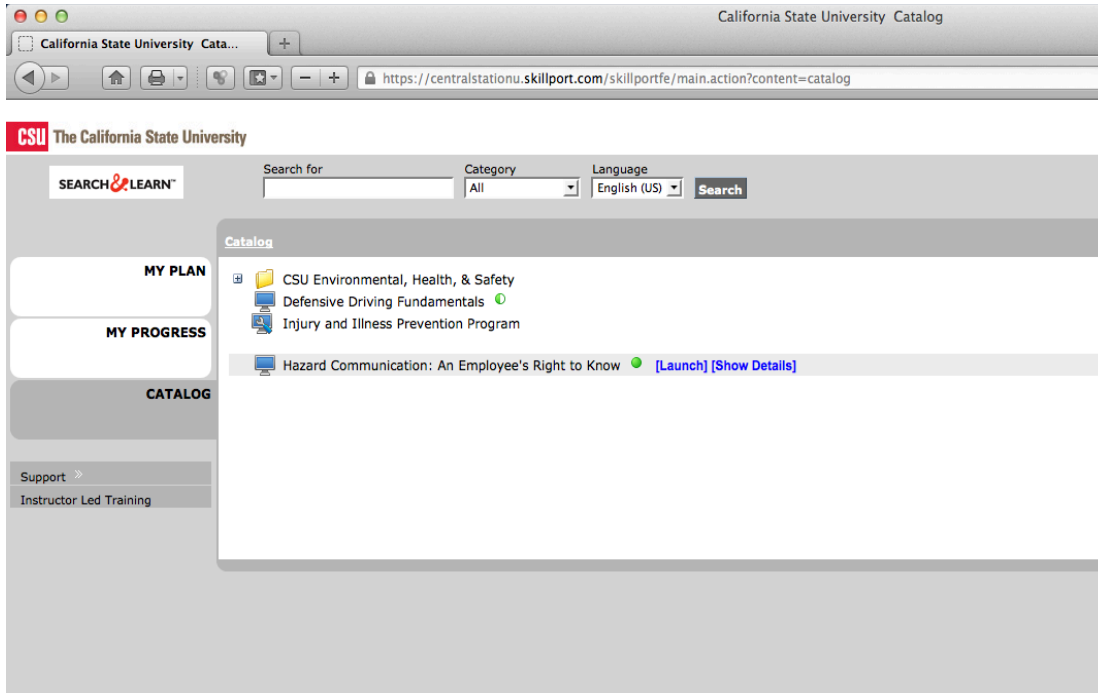
To access CI global courses (courses available to all CI employees)...
click CATALOG



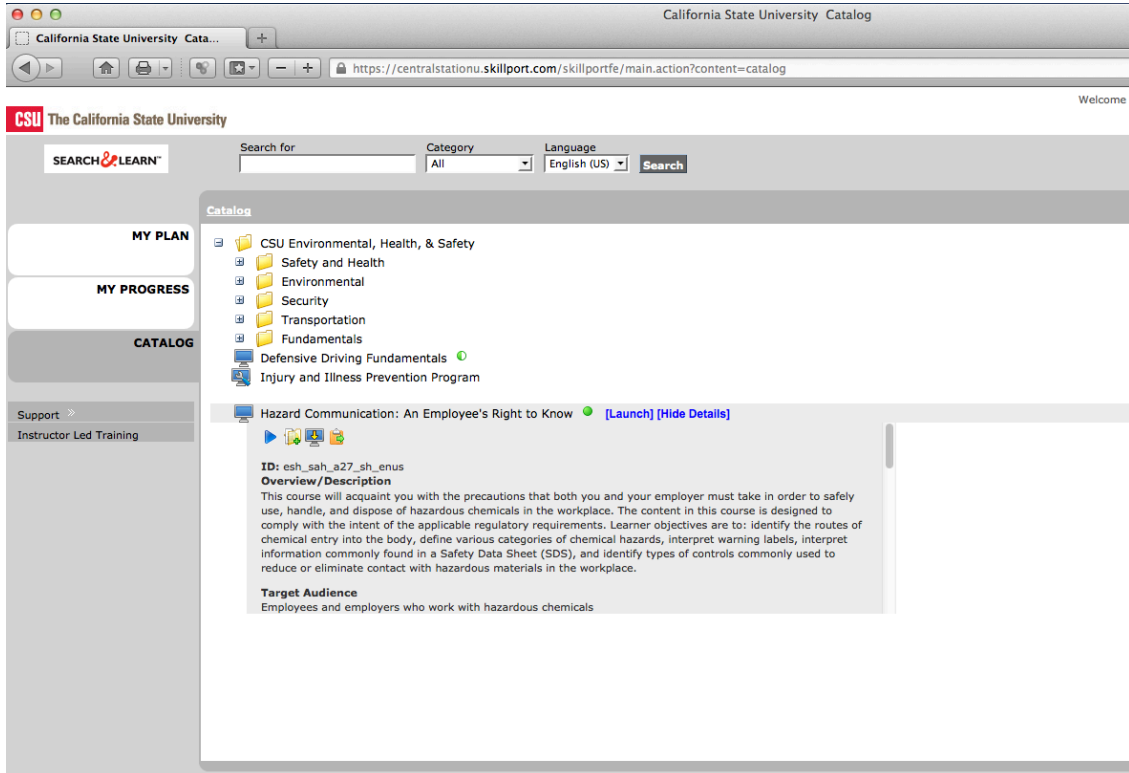
Access course(s) with the blue colored monitor icon



Place cursor over a course to see [\[Launch\]](#) or [\[Details\]](#) options...

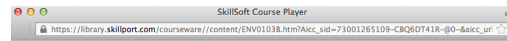


You can click on [\[Details\]](#) to read about the course, OR...



You can click on the [\[Launch\]](#) option to start training; or
from expanded Details, you can click the play  button to start the course

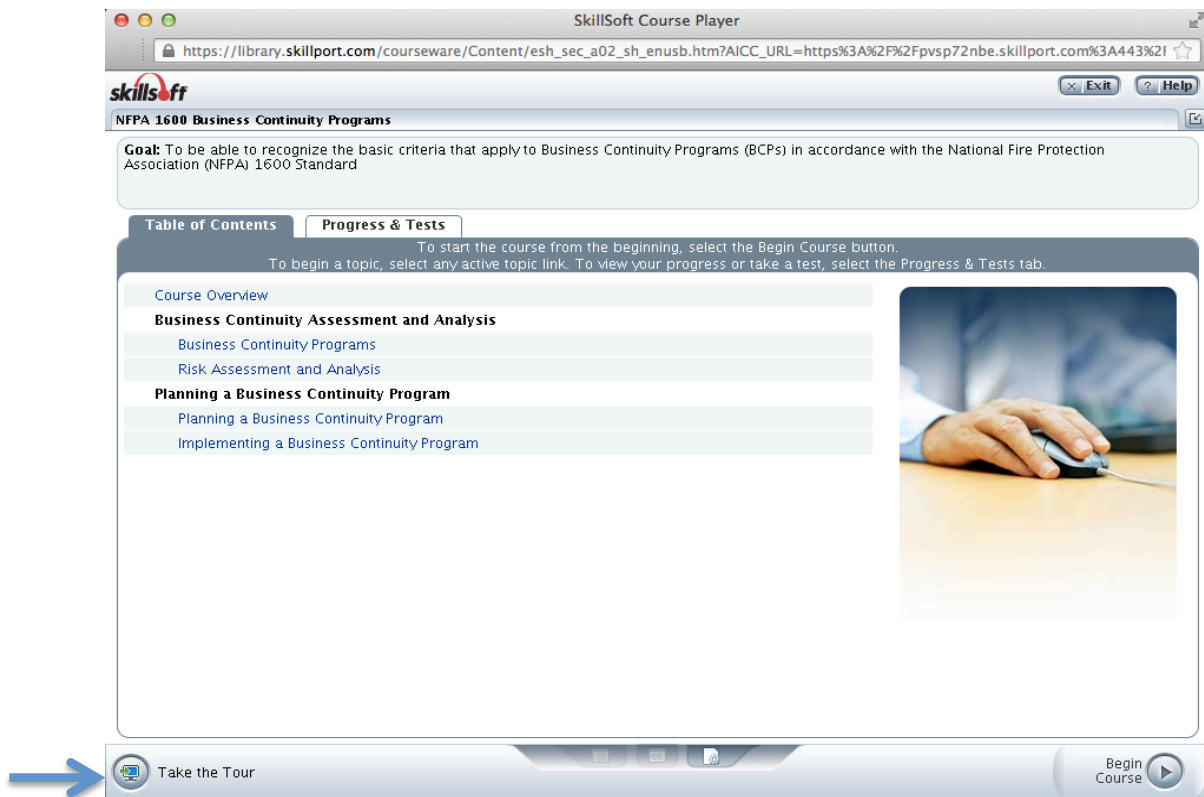
When you launch the course you may see a SkillSoft “Please Wait...” screen.



***BEFORE** you begin your *first* course, we recommended you...

“Take the Tour.”  Take the Tour

The 6 minute tour will provide an overview of course progression and navigation.



You must finish all quizzes and tests to complete a course.
“Take the Tour” will review the process.

Begin Course

SkillSoft Course Player

https://library.skillport.com/courseware//content/ENV0103B.htm?Aicc_sid=73001265109-C8Q6DT41R--@0-&aicc_url

Spill Prevention and Control Progress & Tests

Current Course Score: ---
Completion Status: Started

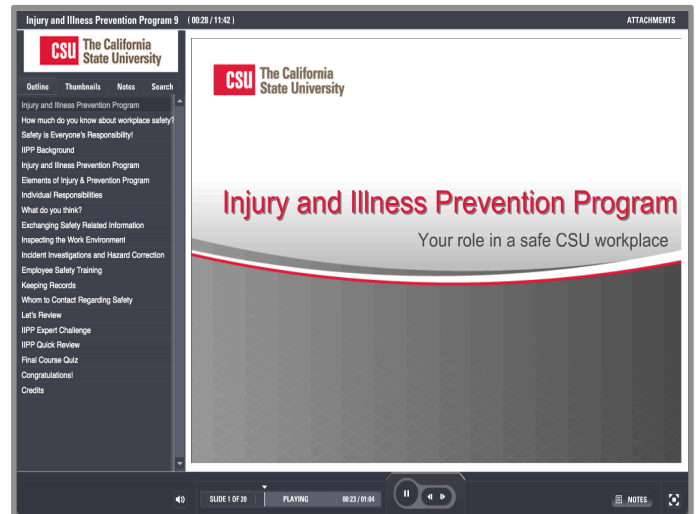
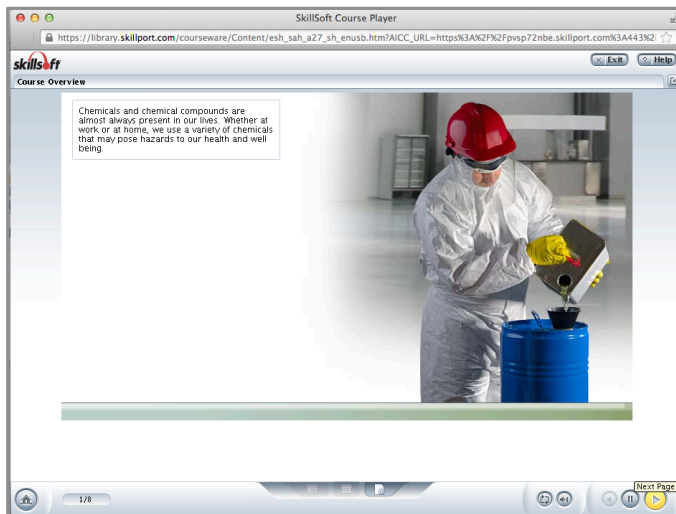
To start the course from the beginning, select the Begin Course button.
To begin a topic or test, select any active topic or test link.

	Type	Status	Current Score	Take Course Test
Course Overview	Overview	<input type="radio"/>	N/A	
Spill Prevention and Control				Take Test
Hazardous Materials	Instruction	<input type="radio"/>	---	
Prevention	Instruction	<input type="radio"/>	---	
Response Actions	Instruction	<input type="radio"/>	---	
Response Procedures	Instruction	<input type="radio"/>	---	

Begin Course

click Begin button

Depending on course, you may see one of the following course views.




Follow all prompts to complete the training.

You will have Navigation buttons during the course.


Navigating courses


Click  to begin the course


When you launch a course, the course menu is displayed.


Click  to page forward in the course or begin a Topic.

The page control buttons are only active when you are playing course content or actively taking assessments.

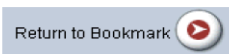
Click  to page backward in the course

Click  to move to the next topic

Click  to move to previous topic

Click  to access the course menu screen

You can return to the course menu from any of the content pages or tests. The course menu displays the hierarchy of the course down to the topic level. It contains links that allow you to go directly to a particular topic or take a specific lesson test.

Click  to return to your last place in the course

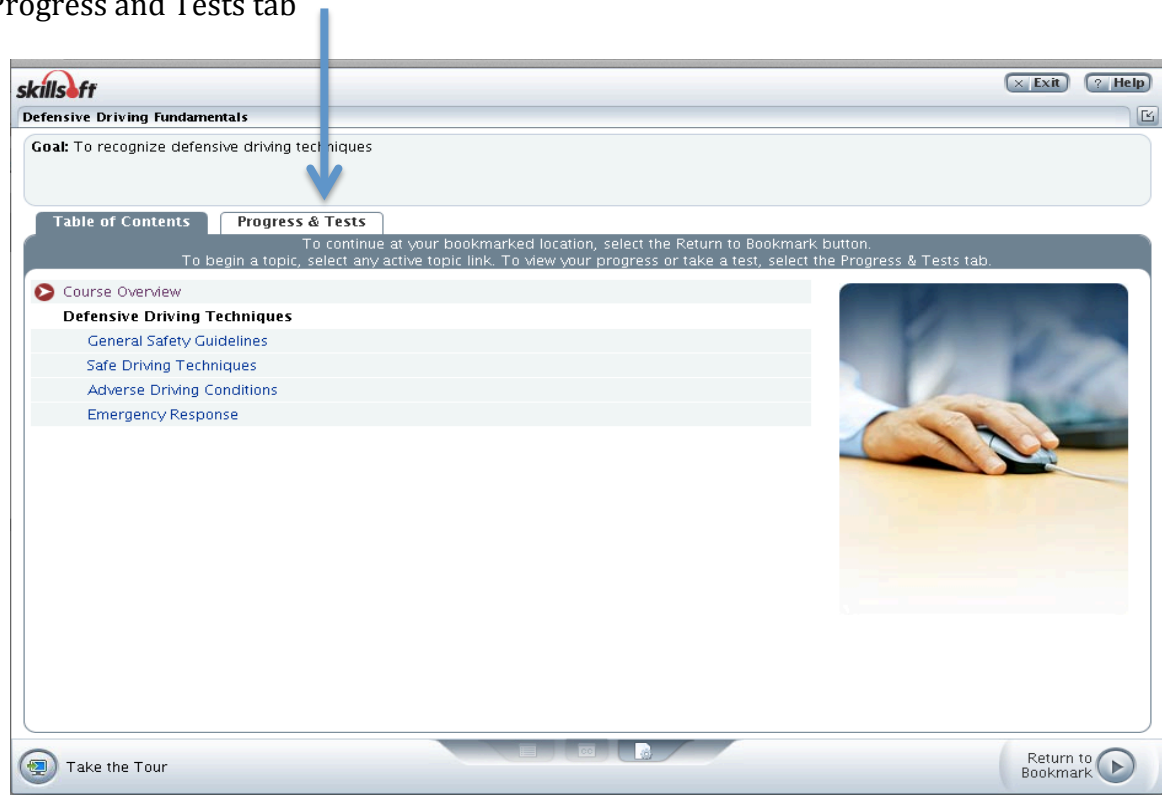
The Return to Bookmark button replaces the Begin Course button once you launch any topic or test.

Tests

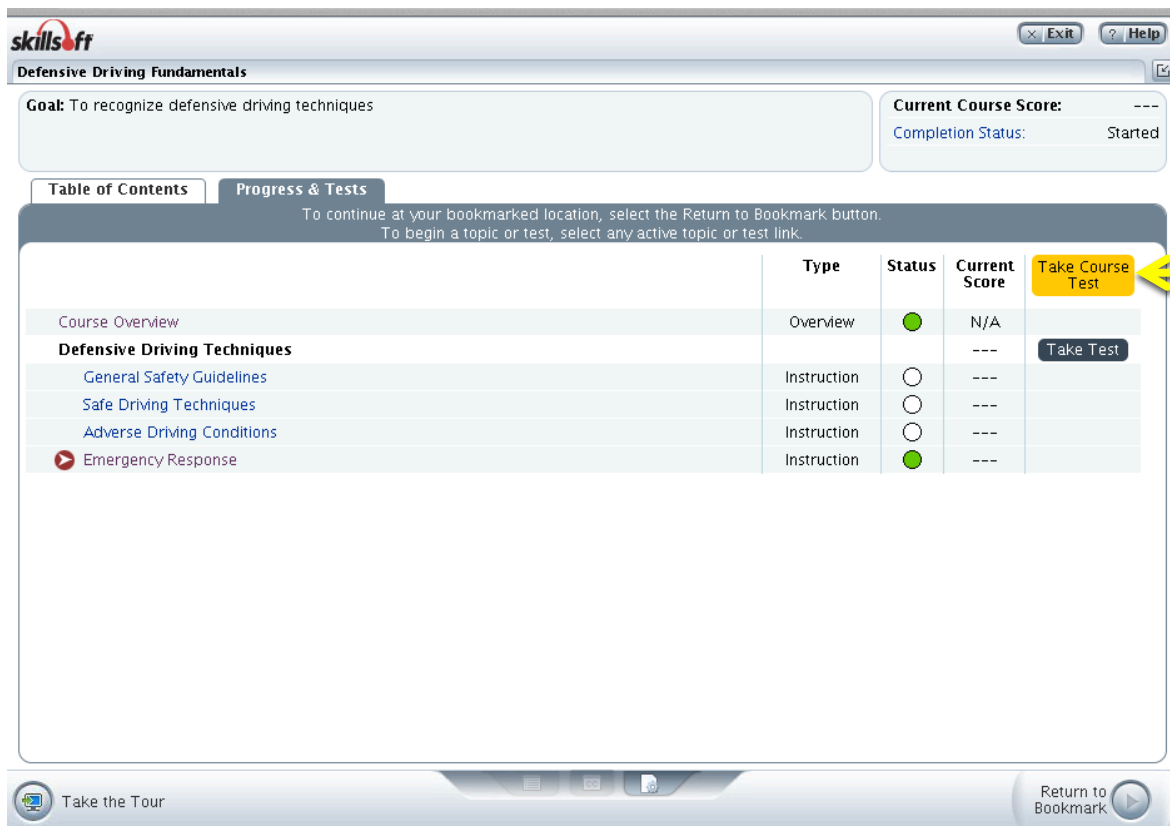
To complete a course, click on the Home button at the end of a course.



Click on the Progress and Tests tab



Click on the **Take Course Test**



Follow all prompts to complete the test



Follow prompts to exit and return to SkillPort screen

You can continue training another day/time.

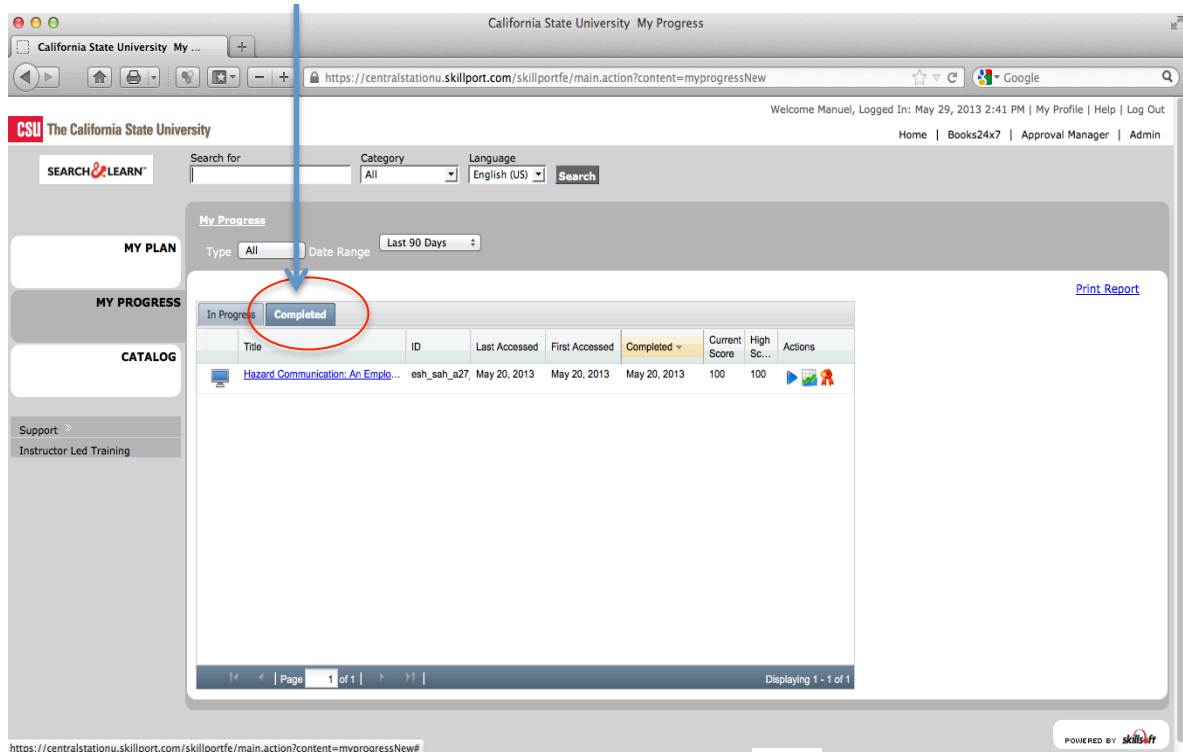
Just click on...

MY PROGRESS to review course progress.

Click Play  **to continue a course**



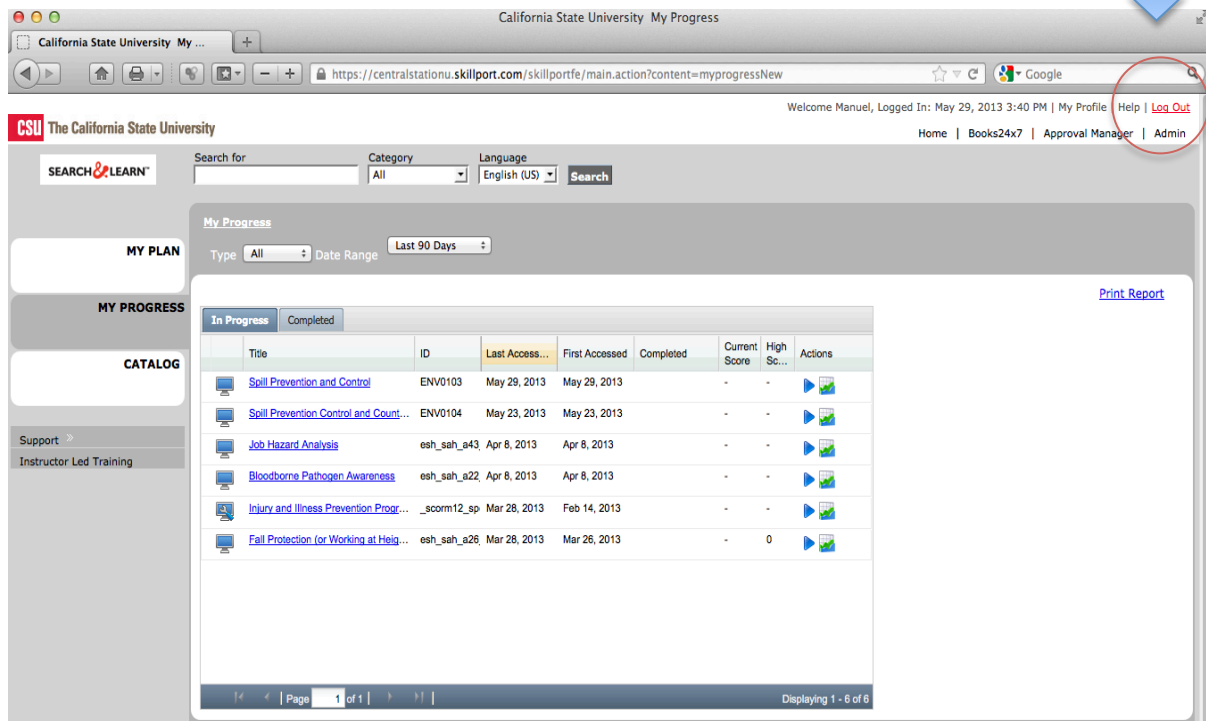
To view Completed courses, click on Completed tab.



From Completed courses, you can print a certificate 🏆

Logging Out

To log-out of SkillPort... Click Log Out



****CLOSE YOUR WEB-BROWSER****