

KP Skillsoft Quick Start Guide 2020

What is the Skillsoft Library?

The KP Skillsoft e-Learning Library is a collection of 2,500+ instructional courses and videos on KP Learn to provide KP employees with significant learning opportunities.

Business Skills Courses

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|-------------------|------------------------|
| Admin Support | Emotional Intelligence |
| Business Analysis | Leadership |
| Communications | Project Management |
| Critical Thinking | Problem Solving |

Business Certification Courses

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|-------------------|--|
| Business Analysis | Project Management |
| Human Resources | Quality Improvement (Six Sigma Belts) |

Desktop Courses & Videos

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| Office 365 <ul style="list-style-type: none">• Excel• Word• PowerPoint• Access• Project• One Note | Outlook <ul style="list-style-type: none">• Mobile Devices• Adobe• Desktop Applications• Mobile Functionality• Online Applications |
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Can I take Skillsoft courses from home?

KP Learn and Skillsoft courses can be accessed from your home computer using Ping ID. You can find more information regarding Ping ID on the KP Learn home page "[Get Help](https://learn.kp.org)" <https://learn.kp.org>

KP Learn step-by-step job aids and support materials for managers and learners are available on the [KP Learn](#) home page in the "[Get Help](#)" section.

Need help with Skillsoft Content? -

In addition, many of the Skillsoft courses offer help within each course simply by clicking on the "Resources" tab that gives you options for chatting or sending a question via email.

How do I access the Skillsoft courses?

Learn how different types of employees can access Skillsoft at KP --- identify your group below, then follow the instruction for access.

Regional & National Employees

Complete the prerequisite to gain access

1. Go to KP Learn <https://learn.kp.org>
2. Search for and launch the "2020 Skillsoft Library Recharge Approval" prerequisite course.
3. Your manager will automatically receive an email notice of your request. Once your manager approves the request and \$35 recharge, KP Learn will send an email to notify you of the approval.
4. Return to KP Learn and launch and complete the 2020 Skillsoft Library Recharge Approval course to gain access to all the Skillsoft courses on KP Learn for the rest of the calendar year.

** The manager approval/ \$35 recharge is a one-time cost for the subscription license that gives you unlimited access to all Skillsoft courses for the calendar year. The recharge goes to your manager's cost center when approved.*

Represented Union Affiliated Employees – Ed Fund / Ben Hudnall

Represented employees who belong to either the Ben Hudnall Memorial Trust or SEIU UHW-West and Joint Employer Education Fund access Skillsoft in by completing a pre-requisite access course before launching their first Skillsoft course. **No recharge or approval is required.**

1. The pre-requisite course is found on the employee's "Me" tab and is titled either "2020 Ed Fund Skillsoft Subscription" or "2020 Ben Hudnall Skillsoft Subscription".
2. Launch and complete the (very) short Skillsoft Subscription course. You will not need to do again.
3. Once completed, it will unlock all Skillsoft titles on KP Learn for the remainder of 2020.

** If you do not choose to use Skillsoft courses, leave the Skillsoft Subscription course on your "Me" tab in case you decide to access Skillsoft courses later in the year.*