



University of Missouri System

COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

myLearn Training Guide

Access myLearn training

1. Access myLearn at <https://umsystem.skillport.com/> and sign on with your university single-sign on. Learn more about myLearn and how to use the platform at <https://www.umsystem.edu/ums/hr/mylearn>. We strongly recommend you use Google Chrome or Safari web browsers for the best training experience.

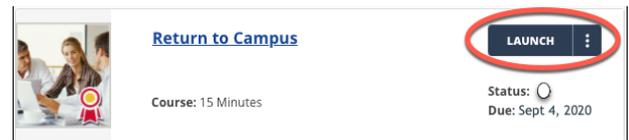
View Your Learning Plan

2. Once you've signed into myLearn, select the "Learning Plan" icon in the upper left-hand corner of the screen.



Launch Training

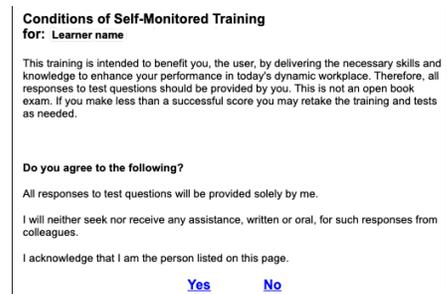
3. The Learning Plan page will provide you with an overview of your "Assigned Learning," or the training you are required to complete as a faculty or staff member or a student worker. Select the "Launch" button directly from the Learning Plan page.



Review the Conditions

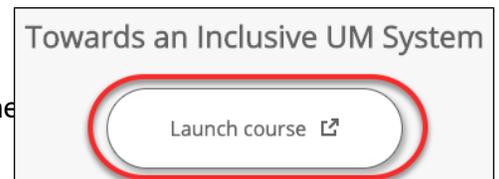
4. When you select "Launch," you'll be directed to review the conditions of self-monitored training.

Review what it means to complete your own training according to university guidelines. Select "yes" if you agree to the statements. Note: You must agree to the conditions to access the training.



Launch the Course

5. After agreeing to the conditions of the training, you'll be redirected to the course. Select the "Launch Course" button and complete your training.



Check the Completion Status

6. After completing the training, double-check to ensure you went through all required steps of the course. If your training has successfully registered as being complete, you'll see the status is marked with a solid green circle.

