

Reporting Child Abuse Training Accessibility & Business Skills e-learning Library

1. All Penn State Employees and Students will now be able to use their Penn State Access Account (WebAccess) to log into Reporting Child Abuse Training.

Starting on May 1, 2013, users will be able to log in using their WebAccess (Penn State Access Account) credentials. The use of separate passwords for SkillPort will no longer be needed. In addition, the training is now available to any employee or student who has a Penn State Access Account. Please direct employees or students to visit the CWLP e-learning site (<https://psuohrlearning.skillport.com/skillportfe/main.action>) for access to the training.

2. Reporting Child Abuse Training is now available to Penn State Volunteers (who are considered Authorized Adults) through a special volunteer site in SkillPort.

Starting on May 1, 2013, online Reporting Child Abuse training will be available to volunteers who are Authorized Adults and work with Penn State units, departments, and organizations. CWLP has added a training portal specifically for volunteers, part-time employees who work less than 100 hours a year, and county employees who work with the Extension Office. Individuals who qualify to use this site will follow a self-registration process. We have provided an example of an email message (at the end of this document) that you can use to notify your volunteers of this site.

IMPORTANT INFORMATION ON USING THE SITE: There will be two SkillPort portals.

1. Main Portal Site (<https://psuohrlearning.skillport.com/skillportfe/main.action>) – Anyone with a Penn State Access Account can use the main portal site. Whenever possible, please encourage individuals to use this site.
2. Volunteer Portal Site (<http://ohr.psu.edu/learning/online/volunteers>) – Volunteers, part-time employees who work less than 100 hours a year, and county employees who work with the Extension Office can use the Volunteer portal site. (Users can access the site by going to the Workplace Learning Gateway (<http://wlg.psu.edu/>) and selecting the Volunteer Training Opportunities. Then, click Volunteer Training. Users can then select to Log In or Register a New Account.)

Volunteers must self-register directly with SkillPort. Volunteers will be asked to provide:

- First & Last Name
- E-mail Address
- Last four digits of their SSN
- Current status (either Volunteer, part-time employee, or member of County Extension Office)

- The Administrative Unit that they are working with (a drop-down menu will be provided). Please be sure to tell your volunteers which unit they should select.

Volunteers must use an e-mail address from a list of accepted e-mail domains to be able to self-register with SkillPort. (For example, we'll be accepting e-mail addresses from [@psu.edu](mailto:psu.edu); [@hotmail.com](mailto:hotmail.com); [@yahoo.com](mailto:yahoo.com); [@gmail.com](mailto:gmail.com); [@comcast.net](mailto:comcast.net); etc.) The Center for Workplace Learning & Performance can add e-mail domains to this list. If you know of an e-mail domain that is frequently used by volunteers you work with, please contact Kerrie Ferchalk (kjf17@psu.edu or 814-863-8078). Some users may need to create a new, free e-mail account to acquire one of these e-mail addresses. [Microsoft](#), [Yahoo](#), and [Gmail](#) are all free options.

Please customize the message at the end of this document and send it to your Volunteers, so that they can complete the compliance training. Additional information and answers to Frequently Asked Questions are available at the volunteer page (<http://ohr.psu.edu/learning/online/volunteers>) and the CWLP FAQ page (<http://ohr.psu.edu/learning/online/faq/>).

3. CWLP is introducing Business Skills 24/7 e-learning courseware via SkillPort.

All Penn State employees now have access to the entire library of Business Skills Courseware from SkillSoft. This includes Administrative Support, Communication, Customer Service, Leadership, Personal Development, and Team Building. Simply visit the [Main Portal Site](#) and log in using your Penn State Access Account (WebAccess) credentials and select Program List to see the options available.

If any individual requires a reasonable accommodation to participate in the online training, please contact the ADA Coordinator at 814-863-0471 or AAO@psu.edu.

Please send any questions or comments regarding this information to learning@psu.edu.

Example Communication to Send to Volunteers

To: Individual Volunteer

From: HR Rep for the area or Camp / Organization Director

Subject: Penn State Online Compliance Training – Reporting Child Abuse

As you know, Penn State requires that all students and volunteers working with minors must complete Reporting Child Abuse training (per Policies AD39 and AD72). In order to provide the easiest access for you, the training is now available online. Your access to the training is through SkillPort, which is an online learning solution.

1. To access the site, you must first register directly with SkillPort. You will be asked to provide:
 - a. Your name
 - b. E-mail address
 - c. The last four digits of your Social Security Number (SSN)
 - d. Your status (either Volunteer, part-time employee, or member of County Extension Office)
 - e. The Administrative Unit that you are working with (a drop-down menu will be provided).
2. You must also have an e-mail address from one of the accepted e-mail domains to be able to self-register with SkillPort. (For example, you could have an e-mail address from @psu.edu; @hotmail.com; @yahoo.com; @gmail.com; @comcast.net; etc.) Please note that you may need to create a new, free e-mail account with one of these providers.

You can access the site by going to the [Workplace Learning Gateway](http://wlg.psu.edu) (wlg.psu.edu) and selecting the [Volunteer Training Opportunities](#). Then, click [Volunteer Training](#). You can then select to [Log In](#) or [Register a New Account](#).

When you register, please be sure to complete all of the fields including your Administrative Area, which is *{HR Rep, please enter your Administrative Area}*.

To ensure you will have the best technology experience, SkillPort works best in Internet Explorer or Safari web browsers. In addition, Java will need to be installed and plugins enabled on your machine. For additional information, please visit our [frequently asked questions](http://ohr.psu.edu/learning/online/fag/) (ohr.psu.edu/learning/online/fag/) page. The FAQ page also includes a Quick Start guide to help you get started with SkillPort.

If you have any questions or have trouble accessing SkillPort, please contact the Center for Workplace Learning & Performance at 814-865-8216 or learning@psu.edu.