

Mandatory Employee Training

At Chemeketa Community College, completion of three federally mandated courses are a requirement for employment. Chemeketa uses an e-learning system called Skillsoft for providing these trainings. There are two steps for completing the required training.

1. Enroll in the CRNs through My Chemeketa
2. Access the training through Skillsoft

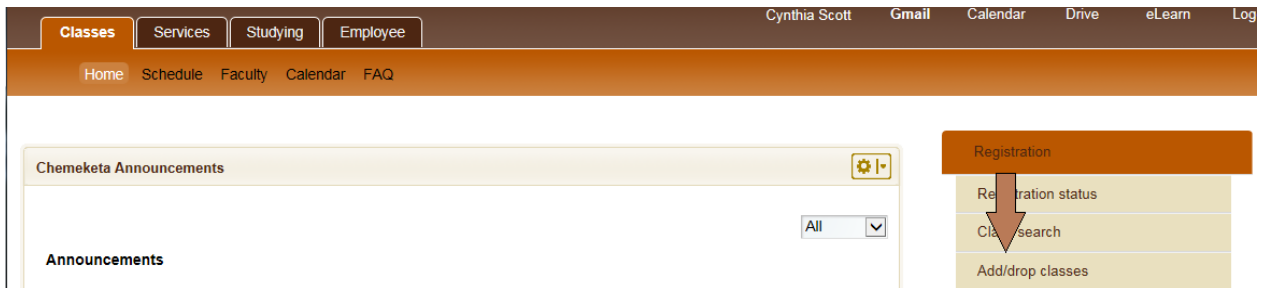
If you have not enrolled in the [Mandatory Employee Training CRNs](#) through My Chemeketa, please do so before beginning the courses.

How to Register in My Chemeketa

Step 1 Log into <http://my.chemeketa.edu>

If you need assistance accessing My Chemeketa, please contact the Help Desk by calling 503-399-7899. (Hours: Monday-Thursday 7 am-7 pm, Friday 7 am-5 pm)

Step 2 From the **Classes** tab, select the **Home** menu and then select **Add/drop classes** in the right **Registration** column



Step 3 Select the current term for registration and click on Submit

Step 4 After entering the required CRNs and click on Submit Changes

Add Classes Worksheet

CRNs									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>	<input type="button" value="Reset"/>							

Skillsoft Access and Instructions

Step 1 Log into Skillsoft

Employees

Login through Google Apps in your Chemeketa employee email: [Logging into Skillsoft Using Google Apps](#)

Students and Volunteers

Go to the site: <http://chemeketa.skillport.com>

Login: **your Chemeketa user name**
This is the same user name used for accessing My Chemeketa.

Password: **welcome**
You will be asked to change your password the first time you login.

If you have any problems with your access to Skillsoft, please e-mail skillsoft@chemeketa.edu the following information:

Your name
Chemeketa user name (used to access My Chemeketa)
K#
Supervisor name
Employee type (for example: salaried, part-time faculty, hourly, student)

Step 2 Access the Mandatory Employee Training

Click on Learning Plan and look under Assigned Learning - General.

Click **Launch** to begin each course.

Courses are completed when you have:

1. Paged through all content in the course
2. Completed all test questions
3. Achieved a minimum course score of 80%

The screenshot displays the Skillsoft Learning Plan interface. At the top, there is a navigation bar with the Chemeketa logo, 'Learning Plan', 'The Library', and 'Community' tabs. A search bar and language selector (English US) are also present. The main content area is titled 'Assigned Learning' and shows a list of three mandatory courses under the 'General' category. Each course entry includes a thumbnail image, the course title, duration (30 Minutes), and a 'LAUNCH' button. The status for each course is indicated by a circle with a red asterisk and the word 'Required'. The courses listed are: 'Campus Security Obligations Under Federal Law', 'FERPA for Higher Education', and 'Title IX for Higher Education'. A sidebar on the left contains options for 'Assigned Learning', 'Personal Learning', 'General', 'Add Learning Event', and 'Manage Sets'. A 'SORT BY' dropdown is visible in the top right corner of the course list.

NOTE: The Status circle will become solid green as courses are completed.