Valdosta State University Skillport User Guide for 2016 Compliance Month
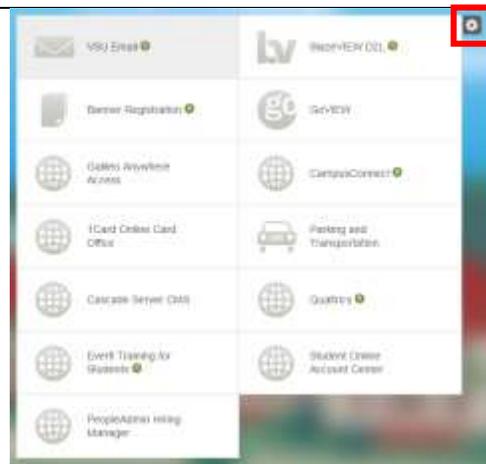
Adding Skillport Widget to Your MyVSU Portal
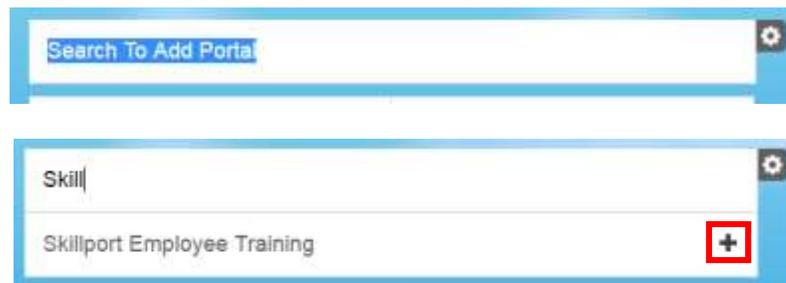
Adding the Skillport Widget	
To add the **Skillport Employee Training** widget to your MyVSU account, first login to MyVSU. Once inside, click the gear icon in the top right corner.	

Adding the Skillport Widget	
From there, a search engine will appear. In the search engine, type "**Skillport Employee Training**" and you will see the option appear below the search bar. Click on the "+" symbol to add the widget to your homepage.	

Adding the Skillport Widget	
The Skillport Employee Training widget will then appear on your MyVSU moving forward, allowing quick, easy access. To remove an icon, click on the X in the top right of the widget. To move or rearrange an icon, click on the three-lined icon and drag to its desired location.	