

## UMBI e-Learning Program Step by Step Instructions:

1. Go to UMBI home page, click on Internal Information, click on UMBI e-Learning Program.
2. Click on Registration, complete and sign the Registration Form. Send the form to Karen Stukes, Central Administration, via courier. If you have a problem with the Adobe version, click this link for the MS word version [www.umbi.umd.edu/~stukes/RegistrationForm.doc](http://www.umbi.umd.edu/~stukes/RegistrationForm.doc)
3. Within 48 to 72 hours you will receive an email with your login and password.
4. Go to UMBI home page, click on Internal Information, click on UMBI e-Learning Program.
5. Click on Login, using the information sent to you in the email enter your User ID and password, click on login to skillport.
6. Once you have gain access to the Skillport home page, in the upper center of the screen click on Catalog. Here you will find the curricula for:
  - a. Business Skills (Effective Admin Support, Business Law, Anger Management, Assertive Skills, Writing Essentials, Interpersonal Communications, Accounting and Finance).
  - b. IT End-Users (Microsoft office Product, Window, Word, Excel etc)
  - c. IT Professional (Database Design, Network Technologies)
  - d. Workplace Compliance (Harassment, EEO, FMLA, FLSA)

Once you have selected the course of interest you can begin to enjoy your e-learning experience.