Enter your email address.
Click on My Profile (Top right of Skillport homepage screen)

Click on Update Your User Profile
Enter your email address to receive a confirmation for the classes you have registered for. Then Click Update Your Profile button. If you do not enter your email address you will not receive a confirmation notification.

E-Learning Assignments

1) Select your e-Learning Assignment
Click Catalog link as you did in Step #2.

Repeat steps 3 and 4 from Completing a Class Registration. A list of your eLearning and instructor led classes will appear. **Key:**

- eLearning Modules
- Instructor Led Classes

2) Launch e-Learning Assignments
Mouse / roll over the course and click link to “Launch.” The course will appear

Note: Your e-Learning assignments must be taken prior to attending each course. Assignments and your class attendance are tracked using Skillport

Important Points

Email Notification
Once enrolled in a Session, you are notified by email of the location, duration, time, and date of your scheduled session. Remember to enter your email address in with your Skillport account.

You’ll receive notification of session changes or cancellations by email. It is important that you have your correct email address in your profile.

Registering for multiple sessions
You cannot enroll in more than one session of a given course at a time. The system prevents you from enrolling in the same course regardless of when it is offered. You will not be able to make a second course preference. If you are enrolled in a course already, that session date and location appears in bold at the top of the session list. You must withdraw from that current session prior to enrolling in a new session of the same course.

Class Locations
The training sessions are scheduled in a number of locations and can be sorted alphabetically by Session ID, Date, Location and Facility.

Watch—Wait List
When a session registration is full, you may register for a session and will be put the wait / watch list. You will be notified by email if there is a seat. However, you will NOT receive notification if you have not added your email to your Skillport registration.

Our Epic Project
epictraining@ynhh.org
5 Steps to Class Registration

1) Log In:  [Link to YNHHS SkillPort]
Enter your User ID
Password: epictrain (lower case)
Now click the login to SkillPort button

Trouble with your username or password, call the Help Desk at (203)502-HELP (4357)

2) Select your Program. Click the Catalog link

Click the Ambulatory and Hospital Staff folder
List of EPIC applications will appear

3) Select your Application. Click to open the appropriate learning program. A list of Courses will appear.

4) Hover your mouse over the appropriate course
Select the Show Details if you are unsure if this is the correct course.

Select the Sessions link to get a list of dates and seats available for this course.

The sessions will include dates, times and locations as well as available seats for the class.

4a) You can also click on the Course name

Click the launch button above the course you want to take. A list of the session dates, times and locations will appear.

5) Click the link to your class.

An enroll me confirmation will appear.

Click the “Enroll Me” to finish your registration.

Register in another Class

Select Catalog

To enroll into another class, click Catalog link as you did in step # 2. Then repeat steps 3 through 5 from “5 steps to Class Registration.”

Note: Enroll in one session per class. The system prevents enrollment in multiple sessions for the same class. Please withdraw from a session you wish to change and register for another session you prefer.

Withdraw from a Course

Select Class

Click the Instructor Led Training shortcuts menu on the SkillPort homepage. All of your class sessions will appear.

Click the Session ID
The course details will appear.

Click the Withdraw Me button.
Your withdrawal is completed.

See “Back to Skillport” arrow at top of screen to return to homepage.