

Instructions for Taking SkillSoft Courses through the DLA LMS

1. Log into the LMS.
2. Click on the Catalog tab.
3. Click on the Advanced Catalog Search link.
4. Under the Search Options section located in the lower half of the screen, uncheck the Instructor-Led, Blended, and Other boxes, leaving only the Online box checked.
5. In the Source field, type in "SkillSoft".
6. Click the Search button located on the bottom right side of the screen.
7. A list of courses having SkillSoft as the source will appear.
8. You may navigate through the choices by scrolling down and clicking the various page numbers or on the Next link located on the bottom of the screen.
9. You may click on the course title to review the course description.
10. If you are interested in taking a course, select the Add to Learning Plan button in the Action column. You may also add the course to your learning plan from the course description screen by selecting the Add to Learning Plan button to the right of the course description.
11. When you click the Add to Learning Plan button from the step above, your LMS learning plan screen appears.
12. Select the Request Approval button in the Action column for the SkillSoft course you added.
Note: Before you submit your request, ensure your supervisor selection is correct.
13. Once your first level supervisor approves your request, you may begin your course at your convenience by selecting the Go to Content button located in the Action column.