

# quick start guide to



Learn Anytime, Anywhere

# ALCOLearn

## Sign in

**Website:** <https://acgovtec.skillport.com> Enter your **Employee ID number**. It has six digits and typically begins with the 1 or 2.

If this is your first time accessing **ALCOLearn**, your password is **welcome**. If you have forgetting your password, select the **Forgot your password** link.

Don't forget to check the box and accept the **Online Agreement** to login.

## Click

If you do not have a specific topic of interest, start out by clicking on one of the four icons. You can also click on **The Latest** featured topics.



### **Developing individuals**

Programs for individuals and leaders to develop skill proficiency



### **Developing leaders**

Programs for leaders to enhance their ability to support others



### **Media & software**

Learn computer software technology and social media



### **Degrees**

Earn an accredited degree or certificate

## Search

We recommend a two-step **search** approach.

**Step one:** Enter a key word into the search box.



**Step two:** Select the type of learning resource of interest. Refine your search further if needed.



## The Library

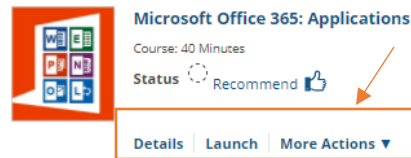
You can also find learning resources by selecting **The Library** icon.



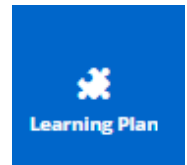
Dive in deeper by selecting a topic from the **ALCOLearn Library** or **Certification Preparation** catalog.

## Learning Plan

As you find resources, you can select the **Details** link for more information, **Launch** the content, or select the **More Actions** option, which will prompts you with a **Save** link that will add the learning activity to your **Learning Plan**.



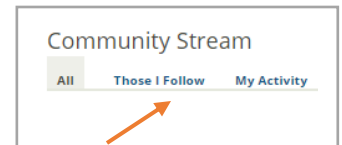
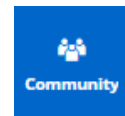
You can return or access items at a later date easily, by selecting the **Learning Plan** icon.



## Join the community

Use the **thumbs up** for recommendations and the **speech bubbles for comments**. These are viewable only by our Alameda County community and helps us all find and share resources of value.

Join the **Community** and check out the **Community Stream** to see recommendations from the entire Community or those you follow.



## Download the App

Not by a desktop computer or tablet! Not to worry, you can access select courses, books and videos from a smartphone via mobile app.

1. Search for and download the **Skillsoft learning app** from the Apple or Android store.
2. Select the **Sign in** button.
3. Enter **acgovtec** as sitename.
4. Enter your Username: employee ID number (six digits), Password: enter your new password.

## Need Help?

Having trouble launching content or accessing the portal, contact Skillsoft's technical support at 1-866-754-5435 or email [support@skillsoft.com](mailto:support@skillsoft.com).

For content related questions, contact [aclearningcenter@acgov.org](mailto:aclearningcenter@acgov.org).