

quick start guide to



Learn Anytime, Anywhere

ALCOLearn

Sign in

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



Certifications

Earn an accredited degree or certificate

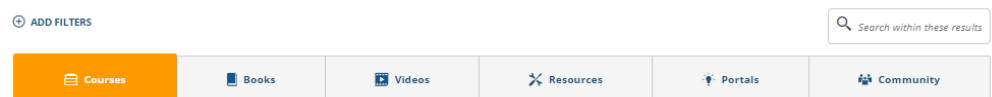
Search

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**.



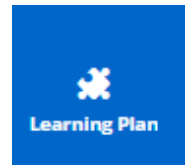
Microsoft Office 365: Applications

Course: 40 Minutes

Status: Recommend

Details Launch More Actions

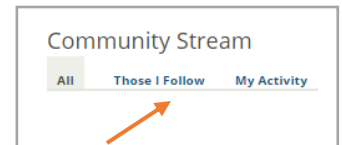
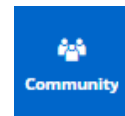
You can return or access items at a later date easily, by selecting the **Learning Plan** icon.



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.

For content related questions, contact aclearningcenter@acgov.org.