

Users assigned trainings can be found in SkillPort under their "My Plan."

1. [Click on link to skillport here.](#)

Alternately you can copy/paste the link below to your favorite browser

- o <https://ds.calstate.edu/?svc=skillsoft&org=csufresno&env=prod&uri=/skillportfe/main.action?path=browsecatalog/en-us/3EEE1789-E805-E411-8443-0050569E134B>

2. Login to SkillPort using the same credentials as your my.fresnostate.edu account.
3. Click on "**View My Plan**" in the center of the page.

The screenshot displays the CSU SkillPort user interface. At the top, the CSU logo and navigation links like 'My Profile', 'Help', and 'Log Out' are visible. A search bar is present on the right. Below the navigation, there are sections for 'Quick Links' and 'Recently Viewed'. The 'View My Plan' link is highlighted with a red circle and a red arrow pointing to it with the text 'Click Here'. The main content area shows the 'Environmental, Safety, Health & Transportation (EHS)' section with a list of training courses. A 'Refine' sidebar is also visible on the left.

- Complete all trainings that are not completed by clicking on “Launch” for each training that is not completed but is due. Repeat steps one through four until all trainings in your “My Plan” have been marked completed.

The screenshot shows the CSU My Plan interface. At the top, there are navigation links for 'Quick Links' (Browse The Catalog, View My Plan, See What's New) and 'Recently Viewed'. Below this, there are tabs for 'Assigned Learning' and 'Personal Learning'. A notification badge shows '12'. The main content area is titled 'General' and has a 'View: Basic | All' filter. It lists four training items:

- Fresno State - Hazard Communication**: Enrollment Status: Enrolled. Status: Green filled circle, Due: May 20, 2015. Annotating text: **Completed (no action needed)**.
- Data Security & Privacy (https)**: Custom - Course. Status: Green filled circle, Due: Oct 19, 2015.
- Fresno State - Forklift Hands On and Skills Evaluation - 3 Year Re-Certification**: Enrollment Status: Not Enrolled. Status: White circle, Due: Aug 6, 2018. Annotating text: **Not due until 2018**.
- Accident Investigation and Reporting**: Course: 33 Minutes. Status: White circle, Due: n/a. The 'Launch' button is circled in red with annotating text: **Click Here**.

- If you do not see a “Launch” option, for example for “Hazard Communication” instead click on “Details” and follow the on screen instructions to complete the training requirement. When the training is completed it will turn into a green circle on your “My Plan” page.
 - Video example: <https://youtu.be/5r-eyWHXr0>

Below are some additional example images of what complete and incomplete look like:

- Green filled circle (complete) – No action needed.
- White or green and white filled circle to the far right (incomplete) – Click “Launch”
- White filled circle with “n/a” next to it (incomplete). – Click “Launch”
- White field with a future date printed next to it – No action needed until the indicated date.



General

Status Due

View: **Basic** | All



Fresno State - Hazard Communication

Enrollment Status : Enrolled

[Details](#) | [More Actions](#)

May 20, 2015

Completed



General

Status Due

View: **Basic** | All



Fresno State - Hazard Communication

Enrollment Status : Enrolled

[Details](#) | [More Actions](#)

Aug 6, 2018

Incomplete



General

Status Due

View: **Basic** | All



Fresno State - Hazard Communication

Enrollment Status : Enrolled

[Details](#) | [More Actions](#)

Aug 6, 2018

Incomplete