

January 13, 2009

Memorandum For: MEAD Participants

From: Kerry Jones, Director, Workforce Planning & Organizational Effectiveness

Re: Web addresses and login/access data for Dartmouth e-Learning on-line courseware (MEAD program)

Hello and welcome again to the Management Essentials At Dartmouth (MEAD) development program!

You will find below the access information and URL's you will need for browser checks and the orientation flash tour in case you'd like to view it again. You will also find the format for your personal login and password later in this document.

Before logging into the site, please check your browser compatibility by going to:

<http://browser.skillport.com/bh/default.asp> - (works with Internet Explorer and most versions of Firefox; Mac OS X 10.4.)

The link below will give you an introductory tour of SkillPort (Flash tour.) I would recommend that you "take the tour", since this is where you will access your assigned courses, as well as other learning features, such as SkillBriefs, helpful hints related to on-line courses and job aids.

<http://www.skillsoft.com/infocenter/demo/skillport-intro.html>

Then:

Go to this URL to access our e-Learning site:

<http://dartmouthlearning.skillport.com>

Use your Login and initial Password as indicated here to login and access your learning plan and your respective courses (see left side menu to locate "My Plan":)

login	test1
password	MEAD (case-sensitive)

(Please note that you will see a pop-up message that invites you to click on OK to proceed.)

Your learning plan will include both required as well as suggested courses and they should be identified as such for your curriculum.

Please contact Alyssa Alaimo at 646-9745 should you experience any technical difficulties as you attempt to access the Dartmouth e-learning site or any of your assigned courses.

(Please note that access may be difficult from home, depending on the speed of your access - DSL or cable will provide you with the best connection to the Dartmouth e-Learning site.)