SkillsBuild Onboarding Instructions - updated November 12, 2020

Step 1: Collecting the Learner info and providing to the IBM Digital Success Manager (DSM)

To gain a login to SkillsBuild, Providers should collect the Learner's name (First and Last) and an email address. Google email addresses work best for SkillsBuild registrations.

Once the User information (Name and email) is provided to the Digital Success Manager (DSM), the DSM will generate a SkillsBuild invite (see sample below). The invite will be sent from the SkillsBuild email address. Ask learners to be sure to check the spam folder for this email if they do not receive it in their regular email folder.

The email will have the subject *"You're Invited to Your Learning"* The email will be sent from *"sbuser@us.ibm.com via sendgrid.net"*. This email will contain the link to register for SkillsBuild. If you do not see this email, please check your *SPAM/Junk* folder for this email.

Google Example
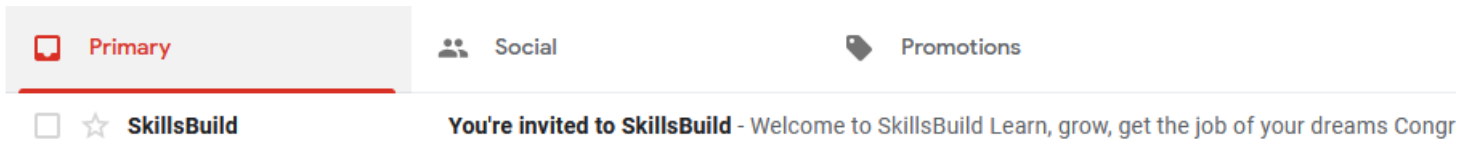
Step 2: SkillsBuild Invite Email

Email will appear as follows:

Welcome to SkillsBuild

Learn, grow, get the job of your dreams

Congratulations, you are now registered to use SkillsBuild! - SkillsBuild will help you develop the skills you need for a new job in a high growth area such web development, artificial intelligence, cybersecurity, or client engagement. SkillsBuild will also help you develop other vital professional skills like problem solving, communications, teamwork, and more.
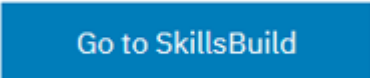
Simply press the button below to sign in using LinkedIn, Google, or IBMid. Keep this email in case you need to find your way back later.

Go to SkillsBuild

Step 3: Go to SkillsBuild

Once the user receives the email they should click on the blue box "Go to SkillsBuild:

Go to SkillsBuild

This page will be returned after clicking on the blue box:

Step 4: Learner/User Sign in and Registration Page

The user should Register with the respective email (see green arrow above):

- LinkedIn- if they provided LinkedIn account for their login
- Google – if they provided a gmail address for their login
- IBM- for all others

***If there are any issues with the login, please connect with the DSM. The DSM can resend the invite and assist with login issues.

SkillsBuild Reignite   Select Language ∨

Register with SkillsBuild Reignite   Already have a SkillsBuild Reignite account?   [Sign in]

⦿ Registration method   ○ Personal information   ○ Done

You can access SkillsBuild Reignite using your LinkedIn, Google, or IBM account.

Register using LinkedIn	Register using Google	Register using IBMid
in →	G →	IBM →

If you do not have one of these accounts, use the buttons below to create one

[Sign up for LinkedIn]   [Sign up for Google]   [Sign up for IBMid]

Step 5: Registration with SkillsBuild

A registration page will be presented if this is the first time the Learner/User has accessed SkillsBuild.

- Create the profile using the First and Last name provided to the DSM
- Add the email address provided to the DSM and confirm
- Select the Country
- Select the Preferred Language
- Enter Job Seeker
- Read and Click "I agree to the Terms of Use"

- Read and Click "I agree to the Data Privacy Policy
- Select "Yes, SkillsBuild Reignite can send me periodic emails" if you want to be updated on potential job matches or other information.
- Click "Register"

SkillsBuild Reignite

Create your profile

First name

| First name |

Last name

| Last name |

Email

| Email |

Confirm email

| Confirm email |

Country or region

| Select Country ˅ |

Preferred language

| Choose an option ˅ |

Are you a

◯ Job Seeker   ◯ Business Owner   ◯ Other

How did you hear about us? (Optional)

| Choose an option ˅ |

☐ I agree to the Terms of Use
☐ I agree to the Data Privacy Policy
☐ Yes, SkillsBuild Reignite can send me periodic emails.

SkillsBuild stores your email address to identify and communicate with you. Your country and spoken/written preferred language are used to present relevant information, recommend additional content, and comply with local regulations. Your email address is used to identify and communicate with you.

Register   Cancel

Difficulties registering? Contact skllsbld@us.ibm.com

Step 6: Sign in and start your journey!

A successful registration will return the page below. Click the grey Sign in box to continue

SkillsBuild Reignite   Select Language ⌄

Register with SkillsBuild Reignite   Already have a SkillsBuild Reignite account? | Sign in |

⊘ Registration method   ⊘ Personal information   ◉ Done

Success - you're ready to use SkillsBuild Reignite

Thank you for registering. You're now ready to use SkillsBuild Reignite to learn the new skills that will help you find your next job!

| Sign in |

Sign in with the respective Service (LinkedIn, Google or IBM) shown by green arrow below

SkillsBuild

Welcome to Your Learning

Your Learning is SkillsBuild's open Digital Learning platform - a one-stop shop for all learning needs that revolutionizes how you and thousands of SkillsBuild learners explore their interests, learn, and grow their skills.

Please sign in

Please sign in using one of the services below. You must sign in with the email address registered with Your Learning.

[in LinkedIn]   [G Google]   [IBM IBM]

Don't have an account on of these? You'll first need to create one now

| Sign up for LinkedIn | | Sign up for Google | | Sign up for IBM |

Google Example- Enter email and Password

G Sign in with Google

Sign in

to continue to **ibm.com**

Email or phone

|

Forgot email?

To continue, Google will share your name, email address, language preference, and profile picture with ibm.com. Before using this app, you can review ibm.com's **privacy policy** and terms of service.

Create account   **Next**

English (United States) ▾   Help   Privacy   Terms

Step 7: SkillsBuild Job Seeker Preferences and Welcome Page

User will see the SkillsBuild Reignite landing page

From here the Learner User can Search the Learning Catalog, Explore Learning Options, Access the Job Seeker section. Select the Job Seeker Section, they can Set preferences. These are used to suggest content for the users.

SkillsBuild

Welcome to SkillsBuild

Step 1 Please select your areas of interest

Job roles

Customer service representative | Cybersecurity professional | Data analyst | Linux system administrator | Network Security Expert (NSE) | Web developer

Professional skills

Career planning | Collaboration | Communication | Critical thinking | Decision making | Digital literacy | Entrepreneurial mindset | Interpersonal skills | Leadership

Mindfulness | Problem solving | Professionalism | Project management | Resilience | Virtual teaming

Essential skills

Agile methodology | Artificial intelligence (AI) | Blockchain | Cloud computing | Cybersecurity | Data and analytics | Design thinking | Digital marketing

Digital strategies for small business | Internet of Things (IoT) | Open source software | Quantum computing | Security

Certification preparation

Amazon Web Services (AWS) | CISSP | CompTIA | Google Cloud | Microsoft Azure

Job readiness skills

Creating a digital brand | Interviewing | Resume writing | Searching for jobs in difficult times | Succeeding in a new job | Working from home

Updates & Reminders

☐ Yes, SkillsBuild can send me periodic emails.

Continue

A welcome Page will be presented

SkillsBuild

Welcome to SkillsBuild

Step 2 Please review your basic information

If any of the information below is incorrect, please contact your
organization partner displayed below.

FULL NAME

[REDACTED]   Edit name

YOUR PROFILE PHOTO

[REDACTED]   hange photo

EMAIL
reignite.pgh@gmail.com

COUNTRY
USA

ORGANIZATION
Partner4Work

ORGANIZATION PARTNER

(DC) **David Conway**
       dconway@partner4work.org

Done

Step 8: Helpful SkillsBuild Instructional videos

Learn the basics- Watch the SkillsBuild videos, Welcome to SkillsBuild, Your Journey through SkillsBuild, Where am I going?

SkillsBuild

Welcome to SkillsBuild

Learn the basics

This short introduction to the basic elements and concepts of the SkillsBuild platform will help you get started with your learning journey.

Welcome to SkillsBuild (video, 1 min)
Your Journey Through SkillsBuild (video, 1 min)
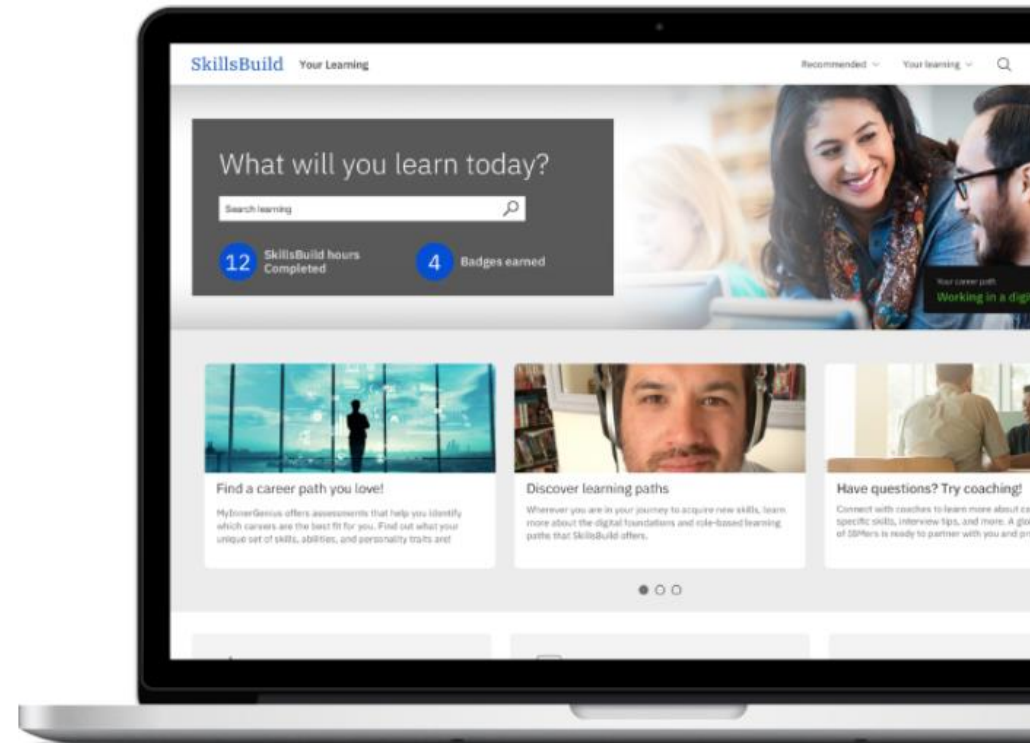Where am I going? (video, 1 min)

The videos and tutorial will take 8 minutes to complete.

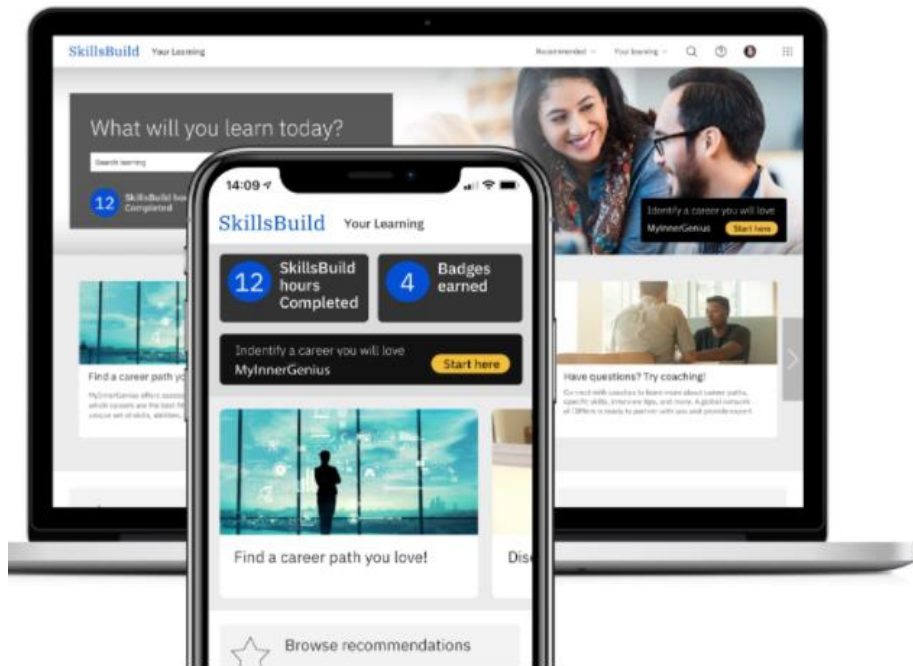Click cc on the video toolbar to enable subtitles in a language of your choice.

| Begin tutorial | Skip tutorial |

SkillsBuild Your Learning   Recommended ⌄   Your learning ⌄   Q

What will you learn today?

Search learning   🔍

12 SkillsBuild hours Completed   4 Badges earned

Find a career path you love!   Discover learning paths   Have questions? Try coaching!

MyInnerGenius offers assessments that help you identify which careers are the best fit for you. Find out what your unique set of skills, abilities, and personality traits are!

Wherever you are in your journey to acquire new skills, learn more about the digital foundations and role-based learning paths that SkillsBuild offers.

Connect with coaches to learn more about care specific skills, interview tips, and more. A global of IBMers is ready to partner with you and prov

Step 8: Complete SkillsBuild Tutorial

Begin the Tutorial

Welcome to SkillsBuild
Your digital learning platform

SkillsBuild is where you can:

- Explore possible new careers
- Receive learning recommendations for today's in-demand technology skills
- Choose the learning that is right for you
- Practice your new skills
- Earn digital badges to demonstrate your accomplishments
- Work on your learning anywhere with content optimized for mobile devices

Provider Learning Plans

The learner can follow the Learning Plan as indicated by the provider. Plans can be access with a link provided by the provider. They are also searchable by plan name entered into the "What will you learn today" box.
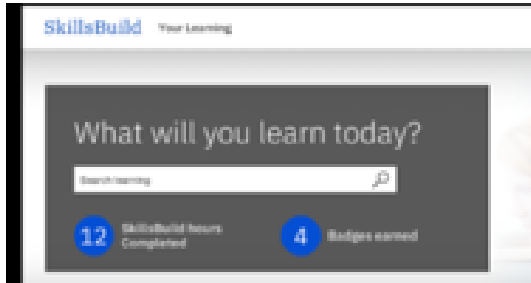
 Enter "Jewish Family" as an example and click on the magnifying glass icon

Jewish Family Learning Plan

Learning Plan

Jewish Family Community Services of Pittsburgh

🕐 Months

About this learning plan

These role-based channels are designed to provide you with an introduction to job roles that are in-demand in the job market. You will learn fundamental concepts and perhaps you will find you are interested in learning more to pursue a particular role!

Show more

SkillsBuild Tour

✅ Complete

Complete 3 required

Video	Video	Video
Where am I going?	**Welcome to SkillsBuild**	**Your Journey Through SkillsBuild**
1 min	1 min	1 min
✅ Completed 03 Sep 2020	✅ Completed 03 Sep 2020	✅ Completed 03 Sep 2020

Customer Service Representative

Complete 5 required

IBM	IBM	IBM	IBM	Experiential
Learning Plan	Learning Plan	Learning Plan	Learning Plan	Experiential
Course 1: Communication Skills	**Course 2: Personality Dynamics**	**Course 3: Problem Solving**	**Course 4: Process Controls**	**Explore Projects for Customer Support...**
🎓 99	🎓 65	🎓 68	🎓 56	🎓 25
★★★★⯪ 14	★★★★⯪ 4	★★★★★ 2	★★★★ 2	★★★★★ 3

Here are a few navigation tips:

1. As the learners are working through learning sessions, they can always click on the blue SkillsBuild logo in the upper left corner to get back to "Home"
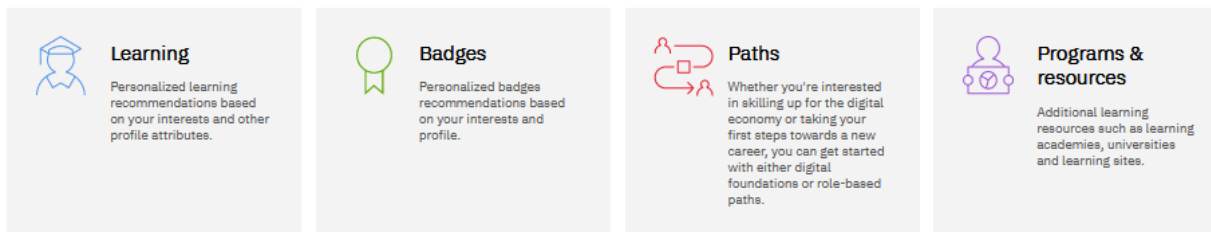2. Users should familiarize themselves with the "Recommended" and "Your learning" drop downs in the upper right-hand corner of the page.
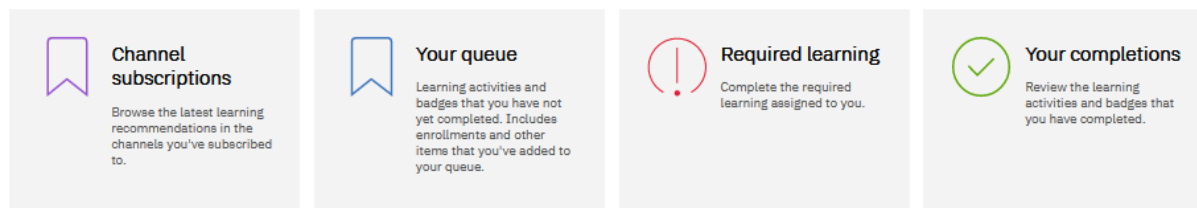
Recommended ∨   Your learning ∨   🔍   ⦿
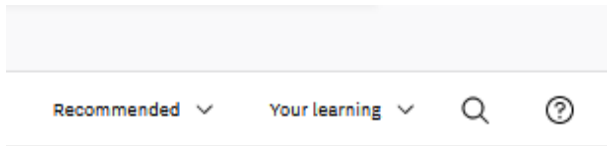
3. From the "Recommended" drop down they can access the Learning, Badges, Paths and Programs and Resources Section

Recommended

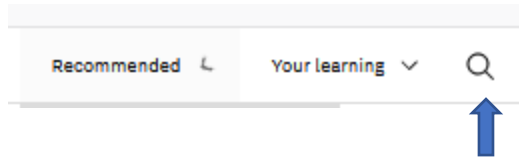| Learning	Badges	Paths	Programs & resources
Personalized learning recommendations based on your interests and other profile attributes.	Personalized badges recommendations based on your interests and profile.	Whether you're interested in skilling up for the digital economy or taking your first steps towards a new career, you can get started with either digital foundations or role-based paths.	Additional learning resources such as learning academies, universities and learning sites.

4. From the "Your learning" drop down they can access Channel Subscriptions, Your Queue, Required Learning and Your completions.

Your learning

Channel subscriptions	Your queue	Required learning	Your completions
Browse the latest learning recommendations in the channels you've subscribed to.	Learning activities and badges that you have not yet completed. Includes enrollments and other items that you've added to your queue.	Complete the required learning assigned to you.	Review the learning activities and badges that you have completed.

5. Learners can search in free form using the magnifying glass icon

Recommended ↳   Your learning ∨   🔍

⬆

⑦

6. Learners can get help with technical issues by clicking on the question mark: ▭

An email will be sent to technical support with a summary of their problem or question. They should expect a reply within 24-48 hours.