Learning Management System Search SkillSoft Courses & Buy a Subscription

Login to the LMS:

Login to the LMS directly or from ComfortSite (refer to Accessing Trane LMS.pdf).

Search for SkillSoft Courses:

If you know the name of the course, type it in the Course Name or Keyword field and click Search.

If you do not know the name of the course you would like to take, follow these instructions:

1. To search for SkillSoft courses available to you, from the Home page, click Catalog > Search
2. Select Online as the Type
3. Choose a Business Skills or Desktop Skills in the drop down menu next to Category
4. Choose a Subcategory
5. Choose your language
6. Click Search
7. Find the course you would like to take
8. Click Buy Subscription

Pay for SkillSoft Subscription:

After clicking Buy Subscription, a notice will display: Course has been added to your shopping cart.

1. Click ECommerce > Shopping Cart
2. Click Proceed To Checkout

3. Click Next to complete the purchase instructions

4. Fill in your credit card information and click Process Payment.

You will be charged the amount of **USD 75.00** to your credit card. Please enter your credit card details below:

Credit Card Details

Credit Card Type:	◯ Visa ◯ AMEX ◯ Master Card, Eurocard
Cardholder Name:	
Credit Card Number:	
CV Number:	(3 or 4 digit verification number found on front or back of card)
Expiry Date:	MM ▾ YY ▾

PLEASE CLICK BUTTON ONLY ONCE
Processing may take up to 80 seconds.
Do not use the BACK or FORWARD buttons of your browser.

✓ Process Payment

Learning Management System Enroll & Play an Online Course

Once you have completed your SkillSoft Subscription payment, search for the desired online course.

Enroll and play SkillSoft course:
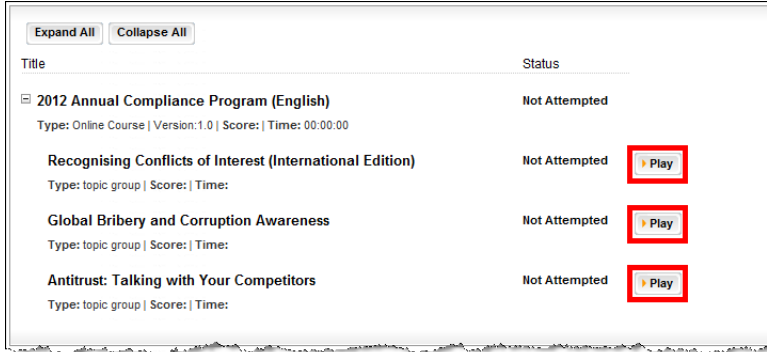1. Click **Enroll** under the Action section from the Browse Catalog page
2. Click Play

Play an online course at a later time:
1. Search for the desired course under your **My Self-Paced Learning** on the homepage
2. Click **Play** next to online course title to begin.

Some online courses have modules; to play an individual module of an online course:

1. Click on the desired course title
2. Scroll to the bottom of the Course Details page to view the individual modules that make up the online course
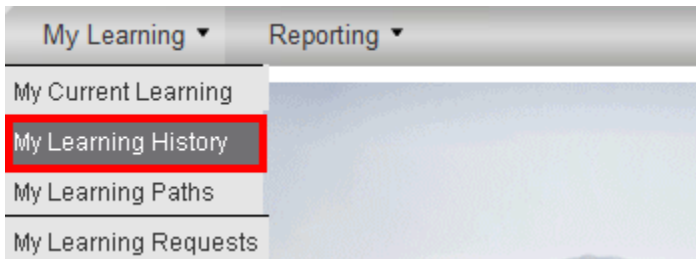3. Click **Play** next to the desired module

The Player window will launch once you click play. Some courses may play in an additional separate window.

Learning Management System View Completed Courses & Certificates

Once you have completed a course, the course will be marked Completed. The course will now be listed under My Learning History on the My Learning drop down.

1. Click My Learning and select My Learning History

2. Next to the course you have completed, click Certificate to display your Completion Certificate

For Technical Support:
Please contact Learning Resources at learningresources@irco.com

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