

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

The screenshot shows the SkillSoft LMS search interface. The navigation menu includes Home, Catalog, My Learning, Reporting, ECommerce, and Admin. The search form includes fields for Course Name or Keyword, Type (set to Online), Category (Business Skills), Subcategory (Sales and Customer Facing Skills), Classes Starting On Or After, Location (All), Language (English (US)), and Competency (All). A Search button is located below the form. The results section shows a table with columns for Course Name, Rating, Where, Cost, Availability, and Action. The first result is 'Aligning Agent Behaviors with Caller Types' with a 'Buy Subscription' button.

Course Name	Rating	Where	Cost	Availability	Action
Aligning Agent Behaviors with Caller Types					Buy Subscription
Aligning Performance to Key Indicators					Buy Subscription
Beginning Electronic Customer Relationships					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

The screenshot shows the top navigation bar with 'Home', 'Catalog', 'My Learning', 'Reporting', and 'ECommerce'. The 'ECommerce' dropdown menu is open, showing 'Shopping Cart', 'My Orders', and 'My Transactions'. A callout arrow points to 'Shopping Cart' with the text 'Click ECommerce > Shopping Cart'. Below the navigation is the 'Shopping Cart' section with a shopping cart icon and the text 'Please select items for purchase and click on the 'Proceed To Checkout' button below.' A table lists the items in the cart:

Action	Select	Enroll Self	Name	Product Name	Quantity	Unit Price	Service Credits	Amount
- Delete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BLAIR, Jessica	0000 - Skillsoft 1 Year Subscription - 0000	1	75.00		75.00
SUBTOTAL USD								75.00

A callout arrow points to the 'Proceed To Checkout' button with the text 'Click Proceed to Checkout'.

3. Click Next to complete the purchase instructions

The screenshot shows the checkout page with a table of items:

Name	Product Name	Quantity	Unit Price	Amount
BLAIR, Jessica	0000 - Skillsoft 1 Year Subscription - 0000	1	75.00	75.00
SUBTOTAL USD				75.00
TAX USD				0.00
TOTAL USD				75.00

Below the table is the 'Payment Type' section with a dropdown menu set to 'Credit Card'. At the bottom, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box.

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.

Learning Management System Enroll & Play an Online Course

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

Home Catalog My Learning Reporting ECommerce

Browse Catalog

Language: English (US)

[Top](#)

↳ [Business Skills](#)

↳ [Sales and Customer Facing Skills](#)

↳ [Sales Curriculum](#)

↳ [Sales Foundations](#)

Results For: Sales Foundations Total: 6 [1-6]

Course Name	Rating	Duration	Cost	Action
Developing a Customer-focused Sales Approach		60 Minutes		Enroll
Developing Strong Customer Relationships ★★★★★		60 Minutes		Enroll
Introduction to Sales		60 Minutes		Enroll
Preparing for Successful Sales		60 Minutes		Enroll
Strategic Sales Planning		60 Minutes		Enroll
Working within the Sales Culture of Your Organization		60 Minutes		Enroll

Enroll and play SkillSoft course:

1. Click **Enroll** under the Action section from the Browse Catalog page
2. Click Play

Action

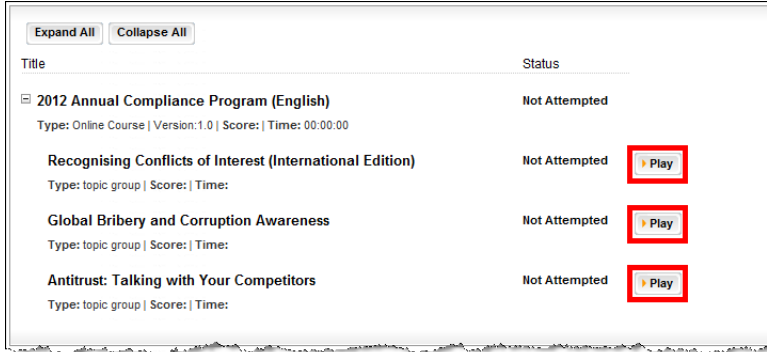
[Play](#) [Unenroll](#) [Add to Learning Path](#) [Rate](#)

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

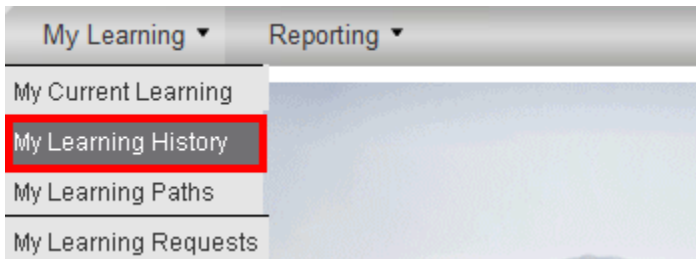


The Player window will launch once you click play. Some courses may play in an additional separate window.

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

Results		Total: 1 [1-1]		
Course Name	Status	Completed Date	Due Date	Action
TRANE CleanEffects™ RSP	Completed	30-Jun-13		Certificate

For Technical Support:

Please contact Learning Resources at learningresources@irco.com