

Accessing SkillPort

As part of our comprehensive safety program, all personnel are required to complete a basic level of safety training. The safety of our faculty, staff and students is one of the critical operating components of the university. We strive to provide everyone with the tools and knowledge necessary to facilitate a safe environment in which you may work and learn. Training is primarily accomplished through online courses or classroom sessions. Unless otherwise directed, you will access courses assigned through the Skillport Portal. You should have your NetID and password, which you will need to access the online training courses. If you do not have them, please contact the Human Resources office for more information.

To access the courses:

- Follow this link to register your NetId and Password: <https://oit.utk.edu/cbt/newregister.php>
- After registering, you may login here: <https://oit.utk.edu/cbt/login.php>
- Once logged in, you should click on CATALOG at the left side.
- Follow this path to access safety courses: [Course Curricula](#) >> [English - US](#) >> [Environmental, Safety and Health, and Transportation Curricula](#) >> [Environmental, Safety & Health, and Transportation](#) >> [Safety and Health](#)
- Here you will see a listing of all available safety courses.
- You may take assigned courses in any order and they do not need to be completed in one sitting.
- Once a course is complete, a copy of the course certificate needs to be emailed or brought to the Safety Office to have on file. Your training is not considered complete until this information is on file.

To access the certificate of completion:

- Click on “My Progress” on the left hand side of the page.
- Here you will see a listing of all courses completed. At the far right under the heading “Actions” click on the certificate icon. If you put your cursor over it, it should say “View Certificate”
- Save this file as either a Text file or a Webpage HTML Only file. You may also convert it to a PDF if you prefer.
- Email the file to carmstro@utsi.edu so it may be filed for records. If you have problems sending the file, you may print it and bring it to the Safety Office at C-103 of the main building (8101).

Should you have any trouble accessing the courses or have any questions, please feel free to contact me anytime. I have a quiet classroom with a computer available for those that wish to use it for training purposes. On behalf of the UTSI Safety Office, we appreciate your cooperation and support.