

Quick Start

Guide



FIND IT.

KingCounty.gov/eLearning

SIGN IN.

Use your **PeopleSoft number**. It has 9 digits. Be sure to include the leading zeroes. If you don't know it, you can find it on your pay stub.

If you've logged into KC eLearning before, your password will be the one you set. If this is your first time to KC eLearning, your password is **welcome**.

WHAT'S HERE?

Take the quick [navigation tour](#). There is also a [knowledge base](#) for additional information.

SEARCH.

We recommend a [two-step search](#) approach.

- From the search box and then using the filters.
- From the library, then filtering with the lefthand menus as long as possible.

SAVE TO LEARNING PLAN.

Be sure to assign a due date.

FYI.

Accesses and completions are automatically loaded into your PeopleSoft training record.

BUILD OUR COMMUNITY.

Use the thumbs up for recommendations and the speech bubbles for comments. This helps us, our co-workers and our administrators.

THERE'S AN APP!

It's great for books, audiobooks, and videos. It's called the **Skillsoft Learning App**. Our sitename is KingCounty.skillport.com. (Skillport is the current navigation system we use to power KC eLearning.)