What is ILT?

Instructor Led Training courses are scheduled learning events you attend at a specific time and place. You can select an ILT course from the catalog or you can have it assigned to you by your training Administrator. You can search for ILT courses using SEARCH&LEARN and add them to MY PLAN.

NOTE: Adding an ILT course to MY PLAN does not enroll you; you must select a session for the course and enroll in it directly.

In most cases, and ILT course will have one or more sessions for you to select a time and place to take the course that best meets your training needs. A session may be held at a physical location, or it can be a “virtual” session delivered by virtual classroom technology.

The Instructor Led Training shortcut on the SkillPort Home Page takes you to the ILT Home Page. This page displays information about ILT sessions you are currently enrolled in or wait-listed for, as well as any ILT courses in your watch list. A summary of this information also appears on the SkillPort Home Page.

Enrolling In and Withdrawing from ILT sessions

Enrolling in ILT Sessions

You can self-register for an ILT course session, or your training Administrator can register you for a session. Once enrolled, you are notified by e-mail of the location, duration, time, and date of the scheduled session. After enrollment, the session is listed under the Sessions I am Enrolled In section of the Home Page and on the ILT page.

- If the session you enroll in does not have a vacancy available, you are placed on the Waiting List.
- If the session has a Pending Session status, it may be cancelled. The session is only guaranteed when the status is Confirmed.
- You automatically receive a confirmation email when you enroll in a session. Emails are sent to notify you of session changes or cancelations.
- You cannot enroll in more than one session of a given course at a time. If you are enrolled in a session already, that session appears in bold at the top of the session list; you must withdraw from the current session prior to enrolling in a new session of the same course.

Withdrawing from ILT Sessions

Sessions you are scheduled to attend appear in the ILT Sessions I Am Enrolled In section of the SkillPort Home Page and ILT Page. If you do not wish to attend the training, you can withdraw your enrollment.
Steps for Enrolling

1. In SkillPort, locate an ILT course. You can use the SEARCH&LEARN or the Catalog.

2. Hover your mouse over the course name to display available options.

3. Click Sessions. The View Course page displays in a new window:

4. In the Sessions section, click the Session ID of the session in which you want to enroll. The Session Details window appears:

5. In the Meeting Schedule for <Session Number> section, click Enroll Me. The session displays on the My ILT Home Page, in the Instructor Led Training Sessions I am Enrolled In section.
Watching ILT Courses

If no sessions of a course are currently available (for example, there are no scheduled sessions or all sessions are full), you can add a course to your watch list. When you add a course to the watch list, the session displays both on the ILT page and in the Courses I Am Watching section of the SkillPort Home Page.