

# OK TRAINING Skillsoft: PURCHASING LICENSES

## What is OKTraining Skillsoft?

As part of the ongoing commitment to continued employee development, Human Capital Management (HCM) Training and Development (T&D) has partnered with industry leader Skillsoft to provide an off-the-shelf e-learning and content management solution to meet your agency's training needs, saving travel and time away from work.

The Skillport LMS platform offers a system to assign, track and customize learning for your employees. It is mobile-friendly and cloud-based so it is available anywhere with internet access. With a robust search feature, the platform offers both course completion opportunities and just-in-time job skill training.

HCM houses the contract with Skillsoft in order to take advantage of bulk-value pricing. By combining our licenses into a single State of Oklahoma purchase with government discounts, we can obtain access to Skillsoft's vast library of books, courses and more at rock-bottom prices.

HCM agrees to purchase the number and packages requested by the agency and the agency agrees to reimburse HCM the full cost of the licenses requested.

## What are the benefits?

OKTraining Skillsoft provides access to a huge library of online content that can help your agency engage in employee development at a discounted cost. Here are a few additional benefits:

- Mandatory supervisory training can be completed using Skillsoft courses and content.
- OMES custom content allows employees to complete mandatory compliance training without having to travel. These courses include:
  - P-card Refresher training.
  - Certified Purchasing Officer training.
  - HIPAA and Fraud, Waste and Abuse compliance.
  - Coming soon:
    - Sexual harassment prevention training.
    - Other T&D courses.



## How do licenses work?

**Per user annual license purchasing** is at the beginning of each contract year, Aug. 1, and will expire July 31 of the fiscal year. Licenses entitle the user to a Skillsoft account, which once created will never be removed or deleted. Users who no longer have a license are simply deactivated. If a user moves to an agency that purchases a license for them, that user's account will be reactivated and all prior learning data will remain with that user.

**If a user leaves an agency**, that agency's license becomes vacant and can then be transferred to another employee. Agencies may leave accounts vacant for any length of time.

## How do we pay HCM?

After the licenses are activated, HCM will bill agencies through Agency Business Services. Payments are made through direct agency transfer. P-card can't be used to pay for licenses. You will need to create a PO, but it doesn't need to be sent to HCM.

## What if I need licenses mid-year?

We strongly discourage mid-year purchases, as they require a contract amendment to be drawn up between Skillsoft and HCM. However, we evaluate the need for licenses on a case-by-case basis.

Licenses can't be removed mid-year under any circumstances. Plan ahead and purchase as many licenses as you think you will need for the year.

## Purchasing licenses

To officially purchase licenses from HCM, the following paperwork must be filled out electronically and emailed to **skillsoft@omes.ok.gov** by July 15, 2015:

- e-Learning Agreement [PDF]—this document is an agreement stating the quantity and type of licenses you'd like HCM to purchase on your agency's behalf.
- Administration and Contact List [XLSX]—this document is a two-part list letting us know who in your agency is authorized to make changes to user accounts, licenses and content and to whom administrator privileges should be assigned.
- License Template [XLSX]—this document provides us a list of the users who will be assigned a license. PLEASE NOTE: Critical user data will be downloaded from the Oracle CORE system. If user information is incorrect, there may be problems with your employees' accounts. Be sure to update your HR records before sending the list.

These documents can be found at the end of this guide and on our website:

**[http://www.ok.gov/opm/Training\\_&\\_Development](http://www.ok.gov/opm/Training_&_Development)**

# Skillsoft packages and prices

All packages come with access to OMES Custom Training Content, including P-card and CPO training, HIPAA and Fraud, Waste and Abuse courses. In addition, each package includes thousands of content-related, fully searchable books at no additional cost. For a complete listing of courses offered in each package, visit <http://www.skillsoft.com/catalog>.

## Desktop Package

Includes 5,000+ desktop courses and certifications, 600+ Office Essentials, Adobe Suite and more.

**\$11** PER USER

## Business and Desktop Package

Includes all Desktop package offerings plus 1,000+ business, soft skills and customer-focused courses, 8,000+ books and certification tracks for Project Management (PMI), Lean Six Sigma and more.

**\$83** PER USER

## IT Package

Includes 1,700+ IT, network management and certification courses, including ITIL, Cisco, CompTIA, Oracle and 11,000 ITPRO books.

**\$162** PER USER

## Leadership Advantage

Target learning tracks for executive development and high potential leaders with pre-assessments, fast-track learning, white papers, videos and interactive practice activities.

**\$109** PER USER

# Creating custom content

Skillssoft provides an easy-to-use interface for creating, uploading and tracking custom courses. Skillssoft recognizes SCORM 1.2, SCORM 2004 and AICC e-learning content, created using any authoring tool, including one provided by Skillssoft.

Custom content is available to all package level users and course access can be tailored to any audience, from all state Skillssoft users to just those users in a particular team or department.

Custom content can be assigned to users, reported on and added to learning programs, just like and along with all existing Skillssoft courses.

What you'll need:

- A course authoring tool
  - Skillssoft's Dialogue Design (\$785.71 per user).
  - Adobe Captivate (state vendor).
  - Lectora.
- Skillssoft hosting space
  - \$1,310 per GB.
- Appropriate administrator access to Skillssoft.

## Administration requirements

When you purchase Skillssoft licenses, you are purchasing full control over your product. All agencies must designate at least one Skillssoft user who will be given administrator rights to manage your users.

We recommend that your administrator(s) be computer literate and have the time to respond to occasional requests for technical assistance (like password resets) within your agency.

Administrator levels vary and are fully customizable. There is no limit to how many of your users can have admin access to the site. T&D will work with your agency to build an administration strategy that will maximize usage and minimize burden to your employees.

HCM is happy to assist with administration, but requests for password resets, user management and reports can take up to four weeks for resolution, depending on staff availability and projects.

For more information on admin levels and training, view the OKTraining Skillssoft Administrator's Guide.