

Who Has Access To Skillport?

- All Highmark Health enterprise employees (Highmark, AHN, Vision)
- All contractors with access to Workday will have access to Skillport via the single-sign on feature.

New Hires: All employee data is refreshed nightly (M-F) with the following exceptions: Jefferson Hospital (Wednesday), Premier Medical (Friday), SPRO Contractors (Wednesday)

Who Does NOT Have Access To Skillport?

- Contractors without Workday access
- Allegheny Health Network contractors
- Vision Store employees do not have access to the system currently, as they do not have access to computers within their stores

Login Support

To access Skillport using the SSO feature visit the HR Services web site and follow this path:

HR SERVICES SITE> MY SHORTCUTS> SKILLPORT and use the Single Sign-On (SSO) to login to Skillport.

- **If the employee has access to Workday system, but does not have access to Skillport using the SSO (receives an error message) contact HR Services at 844-242-HR4U and ask for ticket to be escalated to Tier 3 Talent Management**
- AHN employees and Vision employees much access Skillport by manually logging in with a user name and password.

Login instructions are located on the Skillport web page (<https://highmark.skillport.com/>).

Contact Support Information:

- **General Questions/Issues with Skillport-** Contact Skillsoft Support
 - Phone Support at 1-866-754-5435
 - Live Chat/Help at <http://support.skillsoft.com/>
- **Single Sign-On Issues** – If employee has access to Workday, but does not have access to Skillport using the SSO Contact HR Services and ask for ticket to be escalated to Tier 3 Talent Management
 - Phone Support- 844-242-HR4U
- **Highmark Contractor Access To Skillport** – Contact SPRO Help
 - Email- (sprohelfhr@highmark.com)