



## Human Resources Training and Development Computer-Based Training Program Requirements

Organizations wishing to participate in Oakland County's Computer-Based Training (CBT) Program must adhere to the following terms and conditions:

### License Provisions

The organization must purchase an annual user license for **each employee** wishing to register for CBT courses:

- A purchased license is for the sole use of the registered user and shall not be shared with others.
- Course learning is intended for the registered user only and shall not be used for group or classroom learning.
- The user license term begins the date it is activated by HR Training and ends one year from that date.

### Price Structure

The organization will pay Oakland County the license and course fees as detailed below:

Service	Fee
Annual license issuance fee	No charge
Individual course registration fee*	\$35.00

\*The organization will be charged a fee of \$35.00 for each course started.

### Course Access/ System Requirements

CBT is a web-based system of courses that are accessed through a customized website called SkillPort. For the site to function properly, users must ensure the **following computer requirements are met**:

- Windows – NT 4.0, 2000, XP, or Vista
- Mac OS X 10.4
- Internet Explorer 5.5 – 6.0 or higher
- Pop-up blocker turned off
- Java 5.0 or higher

#### Java Software

Java is a software program that helps the SkillPort site run smoothly. If users do not have Java installed, they may experience problems accessing or working in the SkillPort site. It is recommended users check for the software prior to adding CBT courses to their training plan; instructions can be found in the 2009 HR Training Catalog, as well as the SkillPort User Guide issued to each licensed user.

**If you find that you do not have Java loaded or need a new version**, you will need to install the software on your PC.

### Technical Support

Technical support for users will be supplied by the SkillSoft Company at no additional charge. Contact information will be provided to registered users.