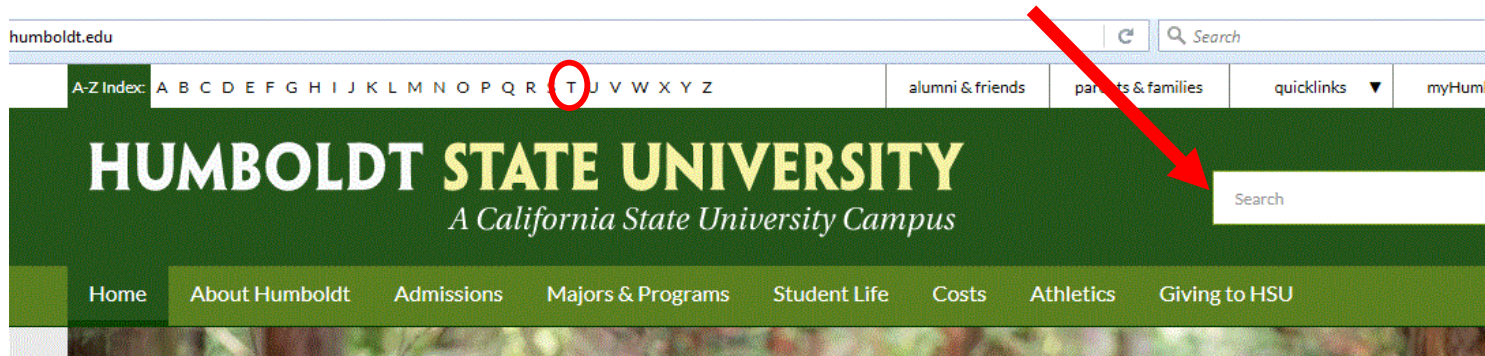
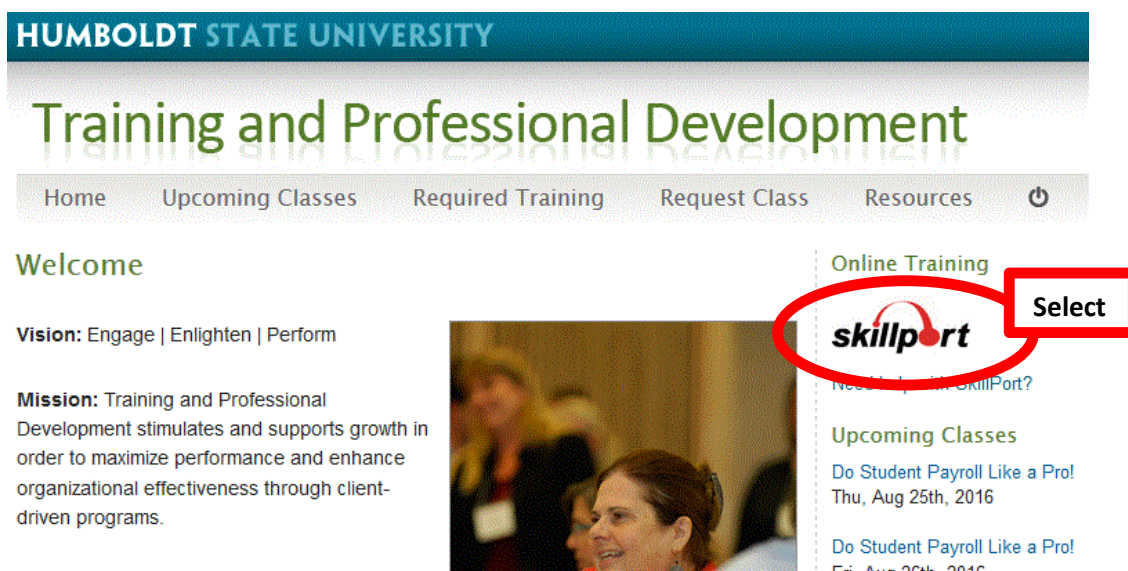


Instructions to Access SkillPort for Ergonomics Training

1. Go to www.humboldt.edu. Select “T” from the index at the top of the page or search for “Training” in the search window. From your search results, select the “[Training & Professional Development](#)” webpage.



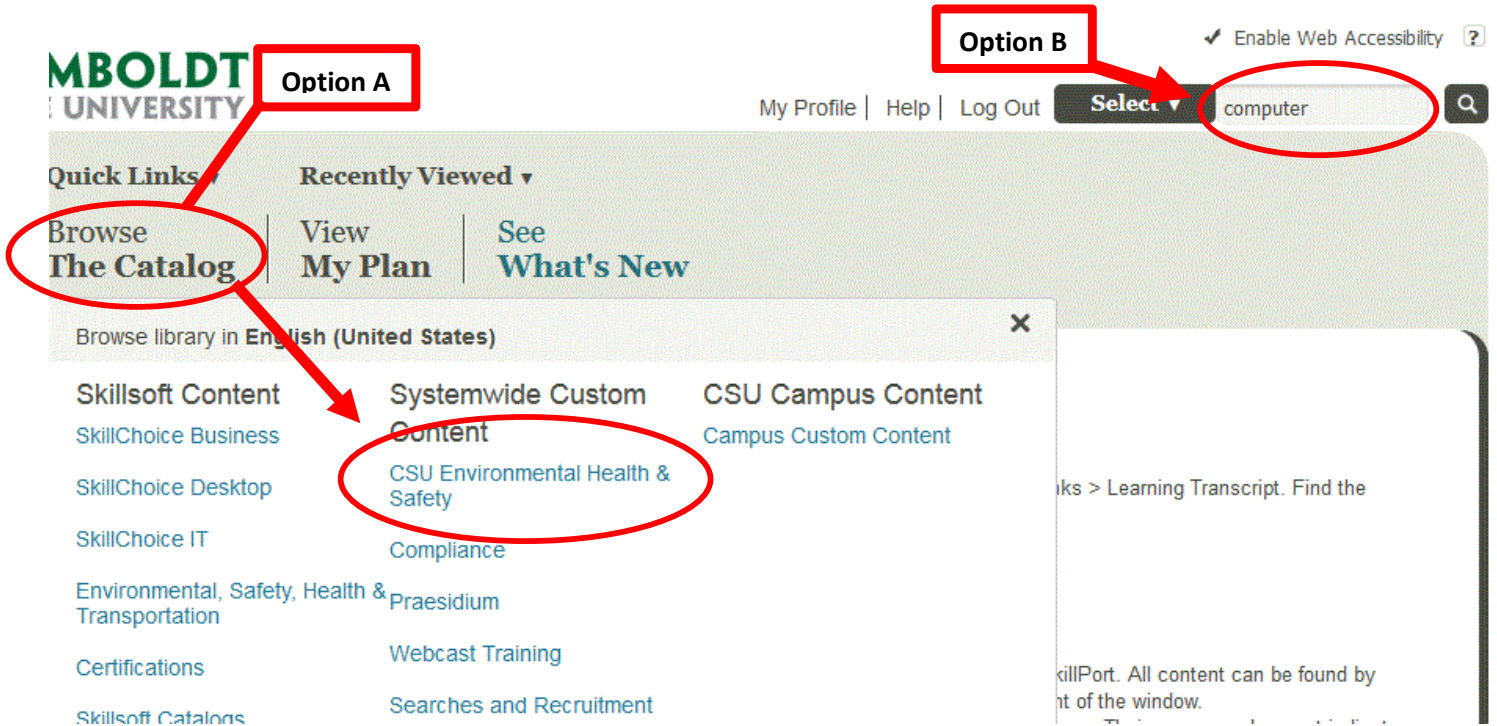
2. On the right of the webpage, click the **Skillport** logo.



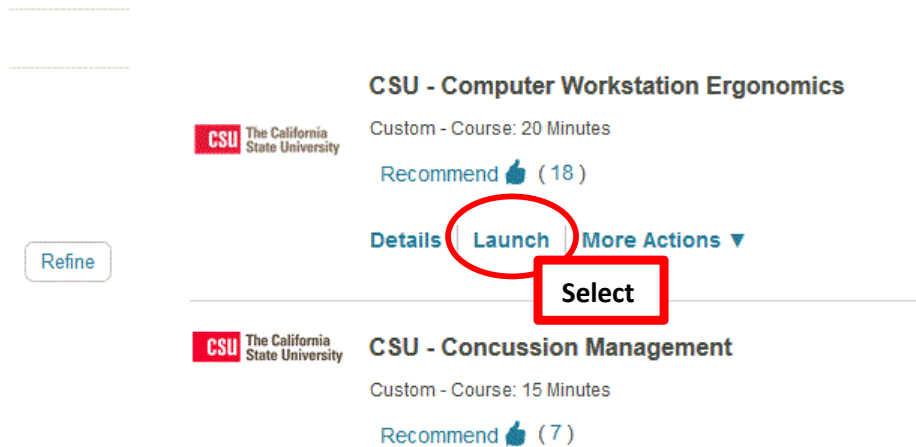
3. This will bring you to the Skillport access screen. You may be directed to a CSU Web Accessibility page. Follow the prompts on the screen and select the “Enter” button. You may also need to log on with your HSU credentials or you will be logged in automatically.

4. Select one of the following two options to access “**CSU Computer Workstation Ergonomics**”:

 - A. *Browse The Catalog* – This option will give you a drop down a menu where you can select “**CSU Environmental Health & Safety**,” which is located below System Wide Custom Content.
 - B. Use the built-in search functionality in the upper right corner and type in a keyword “*computer*” or “*ergonomics*.”



5. From your search results select the course titled “**CSU – Computer Workstation Ergonomics**.”



6. Next you will select “**Launch**” on the course titled “**CSU – Computer Workstation Ergonomics**.”
7. Participate and complete the course. The course will be verified complete by Training & Development Staff. Contact [Environmental Health & Safety](#) to setup an in-person ergonomic assessment if you and your supervisor are unsure of the appropriate ergonomic upgrades for your workstation.