

# SkillsTutor™

Getting Started Guide for the  
Student



The following step-by-step instructions provide a quick and easy way to get you started with *SkillsTutor*. If you need additional assistance using the program, please contact the instructor who provided you with access to the program.

## Logging In

Listed below is the information that you need to log in to *SkillsTutor*:

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Site:** \_\_\_\_\_

1. Open your Web browser.
2. Go to [www.MySkillsTutor.com](http://www.MySkillsTutor.com).



3. Type your user name, password and site.

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**Important:** If no password has been given to you, leave it blank. You will be required to create a password later.

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4. Click **Log In**.
  - a. If you entered a password at the log-in screen, the list of available assignments under the class name displays. Proceed to “Taking An Assignment” on the back of this page.
  - b. If you did NOT enter a password, click Yes, it is my name. Then:
    - Type a password in the *New Password*: blank space.
    - Type this same password again in the *New Password (Repeat)*: blank space.
    - Click Done. If a SECURITY ALERT window displays, click the **Yes** button.
    - The list of available assignments and class name displays.
  - c. If you did NOT enter a password and the name displayed is NOT yours, please contact your instructor.

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**Important:** A Tip button is located on every page. Refer to this for instructions tied to screen content.

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## Taking an Assignment

Your instructor has assigned activities for you to complete. There may be one activity or several activities. To access your assignments follow these steps:

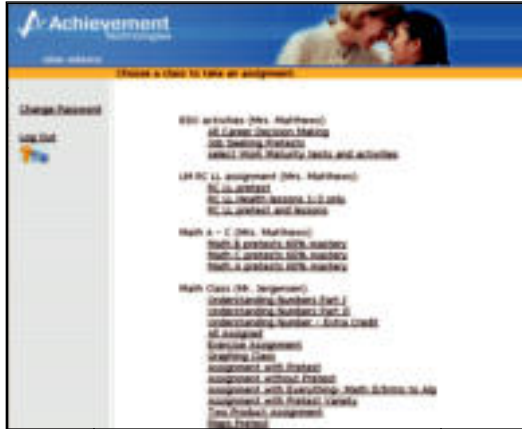
1. Click an assignment under the class name on which you wish to work.

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**Tip:** If you have been enrolled in only ONE class with ONE assignment, you will go immediately to the subject screen.

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2. Click a subject to select it.



3. Click the activity listed in the **Your next recommended activity** is box at the top of the screen.
4. Complete the activity following the directions on each screen.

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**Tip:** When audio is available, your cursor will change to a hand. You can then click in the activity window to hear the audio support.

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5. When you have completed the activity, click **Go On**.

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**Important:** Do NOT click the  in the upper right corner of the window. If you do, you will not get credit for the work you just completed.

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Once you have completed an activity, you will be returned to the list of activities available to you in your selected subject. You may choose one of the following options:

- Click on the next recommended activity.
- Click the **Back** button once and select a different subject.
- Click the **Back** button twice to choose a different assignment.
- Click Log Out to exit *Skills Tutor*.

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**Important:** If you are accessing the program outside of your school or educational organization, please make sure the computer you are using meets the system requirements. These requirements can be found at [www.AchievementTech.com/go/stsysreq](http://www.AchievementTech.com/go/stsysreq)

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# Getting Started REQUIREMENTS

The following table lists the requirements for the successful operation of *SkillsTutor*. All of these requirements have been fully tested for proper execution and acceptable performance.

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- ❗ **Important:** Individual system performance can be significantly impacted by conditions outside of the requirements listed in the table. The following conditions may affect performance:
- Local network traffic
  - Bandwidth of the connection to your Internet Service Provider (ISP)
  - Contention with other network users
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Your hardware configuration and operating system **MUST** meet the following requirements specified for the browser you are using:

	<b>Windows (98, 2000, NT, ME, XP)</b>	<b>Macintosh (OS 8.x or 9.x)</b>	<b>Macintosh (OS X)</b>
<b>Internet Browsers Supported</b>	<i>Internet Explorer</i> Versions 5.5 SP2 or higher  <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x  <i>America Online</i> Version 6 or higher	<i>Internet Explorer</i> Versions 5.1.5  <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x  <i>America Online</i> Version 5 or higher	<i>Internet Explorer</i> Versions 5.1.4 or 5.2.1  <i>Netscape Navigator</i> Versions 4.76, 6.x or 7.x  <i>America Online</i> Version 5 or higher
<b>Macromedia Flash Player</b>	Version 5 or higher	Version 5 or higher	Version 5 or higher
<b>Adobe Acrobat Reader</b>	Version 5 or higher	Version 5 or higher	Version 5 or higher
<b>Browser Settings</b>	<ul style="list-style-type: none"> <li>• Javascript enabled</li> <li>• SSL 1 and 2 enabled</li> <li>• Access to secure pages</li> <li>• Access to Temporary Internet Files</li> </ul>	<ul style="list-style-type: none"> <li>• Javascript enabled</li> <li>• SSL 1 and 2 enabled</li> <li>• Access to secure pages</li> <li>• Access to Temporary Internet Files</li> </ul>	<ul style="list-style-type: none"> <li>• Javascript enabled</li> <li>• SSL 1 and 2 enabled</li> <li>• Access to secure pages</li> <li>• Access to Temporary Internet Files</li> </ul>
<b>NO POP-UP WINDOW MANAGERS</b>			
<b>Connection Speed</b>	Minimum 56Kbps	Minimum 56Kbps	Minimum 56Kbps
<b>Display Settings</b>	<ul style="list-style-type: none"> <li>• Minimum 800 x 600 (1024 x 768 recommended)</li> <li>• 256 Colors</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 800 x 600 (1024 x 768 recommended)</li> <li>• 256 Colors</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 800 x 600 (1024 x 768 recommended)</li> <li>• 256 Colors</li> </ul>

## Installation of Flash Player and Adobe Acrobat Reader

In order to be able to access all features and functionality of *SkillsTutor*, your computers must have Macromedia Flash Player and Adobe Acrobat Reader installed. If your computer does NOT have these applications, both applications can be downloaded at <http://www.AchievementTech.com/go/stsysreq>

- Macromedia Flash Player is necessary for accessing the program's activities.
- Adobe Acrobat Reader is necessary for operating the program's management system and viewing additional online documentation

## Requesting Technical Assistance

*To ensure the quickest problem resolution, we request that all of the questions from students, teachers and parents first be directed to the designated Program Administrator for your school.*

It is our experience that many problems that occur while using Internet-based products are due to customer-specific configuration issues with the Internet Service Provider (ISP) software, desktop protection systems, firewalls, Internet site filtering software, and local area networks.

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⊕ **Tip:** Our Technical Support staff is not permitted to disperse names or passwords to any teacher, student or administrator without the express written consent—on school letterhead—of your school's *SkillsTutor* administrator.

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If a problem cannot be resolved locally, please contact our Technical Support center:

**Phone (toll free): 1.888.764.2446**

**Fax (toll free): 1.888.391.3244**

**Email: [TechSupport@AchievementTech.com](mailto:TechSupport@AchievementTech.com)**

Non-Technical questions can be directed to our Customer Service department at:

**Phone (toll free): 1.800.230.3571**

**Fax (toll free): 1.888.391.3244**

**Email: [ValuedCustomer@AchievementTech.com](mailto:ValuedCustomer@AchievementTech.com)**

Representatives are available to assist you between the hours of 8:30 AM and 5:00 PM EST, Monday through Friday.