How do supervisors and faculty manage membership of a Skillport group?

Tell Me

- **Percipio** is replacing Skillport. It is anticipated that Skillport will no longer be available after May 2020.

Supervisors and managers can request elevated access in Skillport and assign courses and materials to employees. To request access, contact the ITS Service Desk, 7-5500 or help@uncc.edu

### Add User to Group

1. Log into **Skillport**
2. In the top left, click **Quick Links > Admin**
3. Along the top, click **Users & Groups > User Management**
4. Select the **Group** option and then enter the group name in the search box; click **Search**
5. Click on the group from the **Search Results** tab
6. On the right side, click on the **Membership** tab
7. Click the option to **Copy/Move Users**
8. Enter the **username** (the beginning of their University email, not alias) of the desired person and click **Search**
9. Click on the person from the search results (if there are multiple options, any selection is fine); click **Copy**

### Remove User from Group

1. Log into **Skillport**
2. In the top left, click **Quick Links > Admin**
3. Along the top, click **Users & Groups**
4. Select the **Group** option and then enter the group name in the search box; click **Search**
5. Click on the group from the **Search Results** tab
6. On the right side, click on the **Membership** tab
7. Click the checkbox next to the person you want to remove from the group; click **Remove** along the top
8. A confirmation will be displayed; click **OK**
9. Repeat the process for all desired members

### Related FAQs

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**Related FAQs**

1. How do supervisors and faculty manage membership of a Skillport group?
2. What are the steps to request elevated access in Skillport?
3. How do I assign courses and materials to employees in Skillport?
4. Are there any FAQs related to Skillport's replacement, Percipio?
• How do I login to the Online Learning platform?
• How do supervisors generate reports in the Online Learning?
• Will my Skillport transcript transfer to the Online Learning platform?
• Who do I contact when I need help with the Online Learning platform?
• What is the Online Learning platform?