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

![Copy/Move Users](image1)

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

![Membership Copy/Move Users](image2)

10. You should see the person displayed on the right as a member of the group
11. Repeat the process for all desired members

---

**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

![Membership Copy/Move Users](image3)

8. A confirmation will be displayed; click **OK**
9. Repeat the process for all desired members

---

Related FAQs

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
• 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?