

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: <6 digit Student ID#> _____

Password: <6 digit Student ID#> _____

Site: collegewood01 _____

1. Open your Web browser.
2. Go to www.MySkillsTutor.com.



3. Type your user name, password and site.

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

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.

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

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.

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

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.

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.

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

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.

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*.

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
