Accessing Your Completion Report in Skillport

Note: The trainings you complete in Skillport will NOT show on your Peoplesoft Training Summary report. These are two separate training summaries.

To access your completion report you will need to first login to your Skillport account. Then select the “My Progress” menu option.

You can toggle between the “In Progress” and “Completed” tabs.
To print your completion report, select the “Print Report” link

Then select what you would like included in the report and click OK

Print the report for your records.

Note: the completion report in Skillport will not show duration of course, for a more comprehensive report please send a request to staffdevelopment@grcc.edu