Thanks to everyone who participated in today’s successful system stress test! The purpose of the test was to identify whether system applications are able to accommodate an average load of multiple users concurrently. The data from the test will enable us to determine which, if any, adjustments need to be made to the system.

Please do not enter the SkillPro system. Test data is being evaluated and system changes are being made. We will advise you when you can begin entering staff into the system.

New courses have been added to the Phase I online classes, which can be accessed via the SkillPro webpage.

Ends January 27, 2014   SkillPro Transition Period—Online Exams and Courses
Beginning January 1, 2014, most DJJ online training will be unavailable until SkillPro goes live on January 27, 2014. However, Phase I pre-academy training for detention and probation is available via a blue link titled “Online Courses” on the SkillPro webpage. PAR and Phase I exams are available via a yellow link titled “SkillPro Transition Online Exams.” Instructor-led training conducted at programs during the transition should be documented on-site and entered into SkillPro by training coordinators once SkillPro is activated. A form template is available here: http://www.djj.state.fl.us/docs/staff-development-and-training/skillpro-transition-period-instructor-led-training-tracking-form.pdf?sfvrsn=2.

Please continue to beta-test the courses posted on the SkillPro webpage.

Ends January 26, 2014   Course Beta Testing
We need you to test links and quizzes in SkillPro courses! To access the courses, click the blue box titled “Online Courses Click Here” on the SkillPro webpage. As you go through the courses, please email any problems with the formatting, quizzes, or links to SkillPro@djj.state.fl.us or call (850) 488-8825. Our goal is to correct all errors before the system goes live on January 27. Please test as many courses as you can. You do not need to be in the target audience for a course. Test any course you like and invite others to participate! The more people who test, the better the courses will be upon system rollout. We will continue to post new courses throughout the beta testing period.

If you have any questions, please contact your DJJ DIO or email SkillPro@djj.state.fl.us.
Tasks for immediate completion:

- **Review SkillPro Frequently Asked Questions (FAQ)**
  FAQ sheet is posted on the SkillPro webpage: [http://www.djj.state.fl.us/services/support/staff-development/skillpro-learning-management-system](http://www.djj.state.fl.us/services/support/staff-development/skillpro-learning-management-system)

- **SkillPro technical requirements: most recent Flash Player, Internet Explorer 10 (IE10) and a high-speed internet connection (DSL or satellite)** are needed for SkillPro to function properly.
  - **DJJ facilities** – this is being handled by the Office of Management Information Services.
  - **Provider Programs** – work with your IT office to make these necessary changes.

- **Ensure all current employees are in the Staff Verification System (SVS)**
  SkillPro user accounts are generated from the SVS. Individuals must be in the SVS to have a user account created in SkillPro.
  - **Provider Programs** – add current employees and remove terminated employees.
  - **DJJ facilities** – no action is needed; information automatically downloads to SVS from People First.

- **Beta-test courses**
  Click the blue box titled “Online Courses Click Here” on the [SkillPro webpage](http://www.djj.state.fl.us/services/support/staff-development/skillpro-learning-management-system). As you go through the courses, please email any problems with the formatting, quizzes, or links to [SkillPro@djj.state.fl.us](mailto:SkillPro@djj.state.fl.us) or call (850) 488-8825. Please test as many courses as you can.
  You do not need to be in the target audience for a course. Test any course you like and invite others to participate. The more people who test, the better the courses will be upon system rollout. We will continue to post new courses throughout the beta testing period.