



Ready. Set. Skill.

Welcome to the Pearson Skilling Suite

Here's your QuickStart Guide

Thank you for joining the community of Pearson Skilling Suite users! This document provides guidance for successful onboarding. In it you'll find:

- ✔ **Tips for getting started with the Pearson Skilling Suite**
- ✔ **What to expect during your onboarding**
- ✔ **Helpful resources**



Pearson Skilling Suite

Overview

The Pearson Skilling Suite has everything you need - from courseware and teaching resources to admin tools that simplify operations - in one place.

Every course includes extensive text and video content of the highest quality you've come to expect from Pearson, along with knowledge checks, hands-on labs, certification practice exams — even customizable instructor PowerPoints — all available from a single platform.

The skilling suite administrator view is the management tool that allows administrators to create classes and assign instructors, create cohorts for self-paced training, and track student progress as they utilize the skilling suite.

This QuickStart Guide will walk you through the key steps you must perform in the skilling suite administrator view to get your students training today.

Pre-launch checklist

1 Make sure your web browser is up to date

We recommend using the Pearson Skilling Suite on a computer rather than mobile devices. Our skilling suite supports the most recent versions of the following web browsers. If you are using an older browser, updating may improve your user experience. Click the links to find out how to check that you're running the current version:

- [Chrome](#)
- [Firefox](#)
- [Safari](#)
- [Edge](#)

2 Review your internet bandwidth

For a better experience, make sure you're using a reliable internet connection. A minimum of 5Mbit or 800 kbps is recommended.

3 Create your Pearson account

If you were logged into the store when you purchased your courseware licenses, then you may use those same credentials and skip this step.

If you were not the purchaser, but will act as the administrator, then follow these easy steps to create your Pearson account if you do not already have one:

- Go to skilling.pearsonvue.com
- Select "Create an Account" to register. Create your account using a valid email address
- Look for an email from donotreply@pearson.com and follow the instructions to verify your email address and activate your account

The administrator role is assigned after your organization's first purchase of courseware licenses from the store. The Skilling Suite administrator will receive a confirmation email from Pearson Support once the order and the admin role have been provisioned, typically within 1-2 business days. Then you'll have what you need to access the Skilling Suite administrator view and get your students enrolled!

If you need help with admin access, or you would like to assign another administrator, please send a request to Pearson Support.

Quickstart onboarding guide

1 Log in to the Pearson Skilling Suite with an admin role

Once you receive the confirmation email, go to skilling.pearsonvue.com/admin. Enter your existing Pearson username and password to log in.

Logging in will bring you to the skilling suite administrator home page (shown below). You may use the tabs in the left-hand navigation to check your license inventory and course entitlements. As you create classes, the Classes, Students, and Instructors tabs will begin to populate with information.

The screenshot shows the Pearson Skilling Administrator interface. On the left is a navigation menu with the following items: Home, License inventory, Instructors, Students, Courses, and Classes. The main content area is titled 'Welcome to Pearson Skilling 30-Day Access'. At the top of this area is a 'Select an institution' dropdown menu set to 'Pearson Skilling 30-Day Access'. Below the title are three tabs: 'This week', 'Last month', and 'Last quarter'. Two summary cards are displayed: a pink card for 'New students registered' with the value '10', and a green card for 'Classes scheduled' with the value '4'. Below these is a 'Class schedule' section with a list of classes and a calendar for February 2025. The classes listed are 'CompTIA Security+ MDICKS 2025' (Feb 25, 2025) and 'EC Council Certified Ethical Hacker CEH (312-50)' (Feb 24, 2025). The calendar shows the 25th of February highlighted. In the top right corner, there is a user profile icon labeled 'My-Ann'.

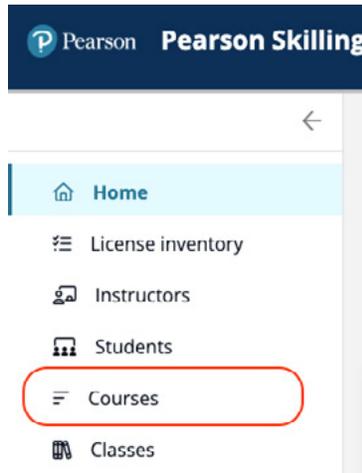
Pearson Skilling Suite - administrator view home page

2

Create a class (or cohort)

The skilling suite administrator allows you to assign training to students in instructor-led or self-paced formats. Classes must be created to facilitate instructor-led class enrollments. Classes are also utilized to define cohorts for self-paced enrollments. In either case, the next step is to select a Primary Course so you can create a class that you will enroll your students into.

- a. From the skilling suite administrator home page, click on Courses in the left navigation:



- b. Once you find the course you are looking for in the list, skip to Step 2c.

TIP: You may need to scroll or search for your exact course. To search, type a portion of the course name in the search bar until the course title appears in the dropdown menu:

A screenshot of the Pearson Skilling 'Courses' page. The page shows a search bar with the text 'CompTIA A+' and a 'Show my courses' toggle. Below the search bar is a table of courses with columns for COURSES, CLASSES, INSTRUCTOR, STUDENTS ENROLLED, and STUDENTS INVITED. The 'Courses' column is highlighted with a red rounded rectangle.

COURSES	CLASSES	INSTRUCTOR	STUDENTS ENROLLED	STUDENTS INVITED
AWS Certified Cloud Practitioner (CLF-C02)	1	Ready	1	0
AWS Certified Developer Associate (DVA-C01)	0	Ready	0	0
AWS Certified Solutions Architect Associate (SAA-C03)	1	Ready	2	0
AWS Certified SysOps Administrator Associate (SOA-C02)	0	Ready	0	0
Cisco CCNP and CCIE Enterprise Core ENCOR (350-401 v1.1)	1	Ready	1	0
Cisco Certified Network Associate CCNA (200-301)	0	Ready	0	0
Cisco Certified Support Technician CCST	0	Ready	0	0

c. Click on the Primary Course name to view its details:

Select an institution
Pearson Skilling 30-Day Access

Courses

Find a primary course

Show my courses

COURSES	CLASSES	INSTRUCTOR	STUDENTS ENROLLED	STUDENTS INVITED	
CompTIA A+ Core 1 (220-1101)	1	Missing (1)	0	0	...
CompTIA A+ Core 2 (220-1102)	0	Ready	0	0	...

Showing 2 of 2.

d. On the Primary Course details screen, click the **Add Class** button:

Students
Courses
Classes

Course content **Add Class**

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE	
CompTIA A+ MDICKS_2025	Unassigned	Complete		0	200	02/10/25	-	...

Showing 1 of 1.

e. Add the required class details in the Add Class popup window, then click **Submit**:

+ Core 1 (220-1101)

Add Class

CompTIA A+ Core 1 (220-1101)

Instructor

Minimum enrollment Maximum enrollment

Cancel **Submit**

Terms Privacy
Copyright 2025 Pearson Education Inc. or its affiliate(s). All rights reserved.

Required Fields:

- Class Name
- Start Date

The Instructor, End Date, and Min/Max Enrollment fields are not required. The instructor assignment is not required for self-paced cohorts and may be added at a later time for instructor-led classes. Instructions for adding instructors are also available in the Pearson Skilling Suite User Guide.

The start date you choose is the earliest date your students will be able to access the courseware. Even in an instructor-led class, you have the flexibility to choose a courseware start date that is different than your first instructor-led delivery date.

e. continued

Class naming conventions

The class name is used to identify the class and distinguish a list of multiple classes, including a list of additional classes you may create under that same Primary Course. Each class name should be unique and meaningful to you and to your students.

If you intend to run multiple classes or cohorts under the same Primary Course, we recommend using a naming convention that helps you understand the topic of the classes when you see them in a list, while also differentiating the class deliveries in some way. For example, *AZ-700 Oct 6* or *Sec+ Chicago Sep 30-Oct 4*.

If your students will train purely in a self-paced format, you may use the class name to define the cohort. For example, *AZ-700 Self-paced* or *Sec+ NOC Team*.

The class name may be edited if you choose a different convention later. Refer to the full Pearson Skill-ing Suite User Guide for more information on managing classes and assigning instructors.

3 Enroll students

- Once you click Submit on the Add Class popup in Step 2e above, the new class will appear at the top of the course details page. Click the class name to view its details:

The screenshot shows a navigation sidebar on the left with 'Courses' selected. The main content area is titled 'Select an institution' with a dropdown menu set to 'Pearson Skill-ing 30-Day Access'. Below this is the course title 'CompTIA A+ Core 1 (220-1101)'. To the right, there are statistics: 'STUDENTS ENROLLED 0 / 0' and 'CLASSES 1'. There are buttons for 'Course content' and 'Add Class'. Below these is a table with the following data:

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE
CompTIA A+_MDICKS_2025	Unassigned	Complete		0	200	02/10/25	-

Showing 1 of 1.

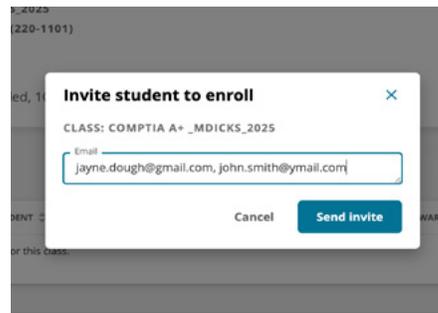
- On the Class details screen, click the dots to expand the menu and then select **Invite student to enroll**.

The screenshot shows the 'Class details' screen for 'CompTIA A+_MDICKS_2025'. The page includes the course title, a date of 'FEB 10, 2025', and enrollment information: 'Enrollment: 0 enrolled, 10000 seats remaining'. There is an 'Assign instructor' button. At the bottom right, there is a menu icon (three dots) and a button labeled 'Invite students to enroll', which is highlighted with a red box. Below this is a table with the following data:

NO	STUDENT	EMAIL	STATUS	COURSEWARE PROGRESS	EXAM READY
No students were found for this class.					

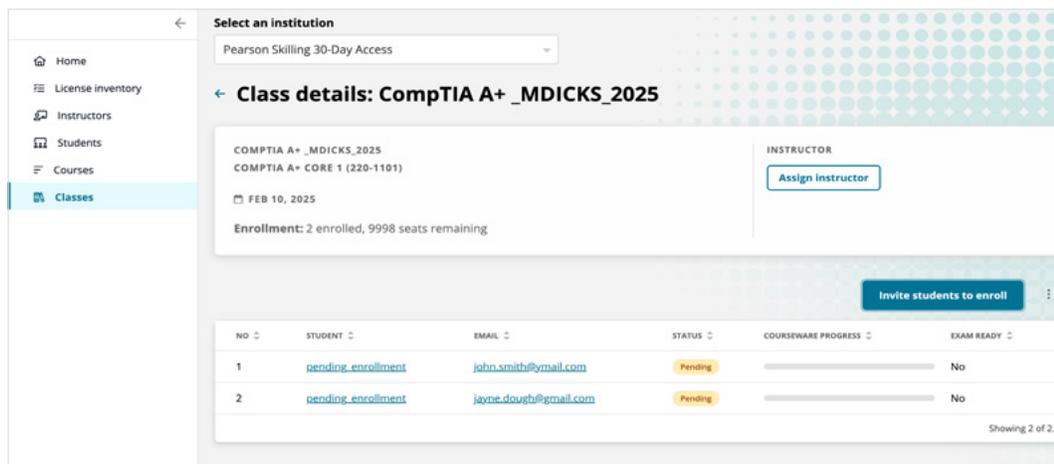
- c. Add your students' email addresses to the Invite student window, then click **Send Invite**.

TIP: Multiple email addresses may be typed into this window, separated by commas. You may also add multiple email addresses at one time by copy/pasting from a file or spreadsheet.

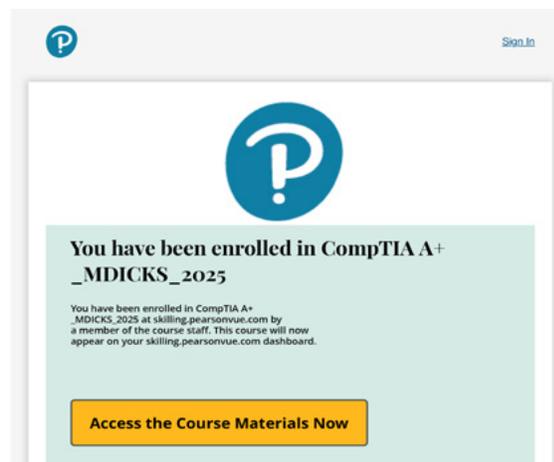


- d. Once the enrollment invitations have been sent, the student roster will populate the Class details screen.

Note: A pending status indicates the student has not yet created a Pearson account. The status will change to active once the student account is created.



- e. Invited students will receive an email indicating they have been enrolled in the class, along with a link to access the class materials:



e. continued

The pending status for each student in the roster will remain on the Class details page until the student either accepts the email invitation or logs in to the skilling suite using their Pearson account.

If students already have a Pearson account, they may log in and access their course materials immediately (or upon the start date you set, if it's in the future) from the link in the email, or by logging in directly at skilling.pearsonvue.com.

If students do not yet have a Pearson account, the email will direct them to the login page where they must utilize the **Create Account** workflow to establish their Pearson account and password:



Hello. Sign in and let the learning begin!

A screenshot of the Pearson sign-in page. The page has a white background with a light blue border. At the top, it says 'Sign in'. Below that is a yellow-bordered box containing the text 'New to Pearson? Create an account'. Underneath is a 'Username' label and a text input field. Below the input field is a checkbox labeled 'Remember my username'. There are two links: 'Forgot password?' and 'Forgot username?'. A large yellow 'Sign in' button is centered below the links. Below the button is a horizontal line with 'Or' in the center. Underneath the line are two rounded rectangular buttons: 'Sign in with Google' (with the Google logo) and 'Sign in with Microsoft' (with the Microsoft logo). At the bottom, there is a line of text: 'By signing in, you agree to our Terms of Use'.

IMPORTANT: The email address your students use to create a Pearson account **MUST** match the email address you used to enroll them in your class.

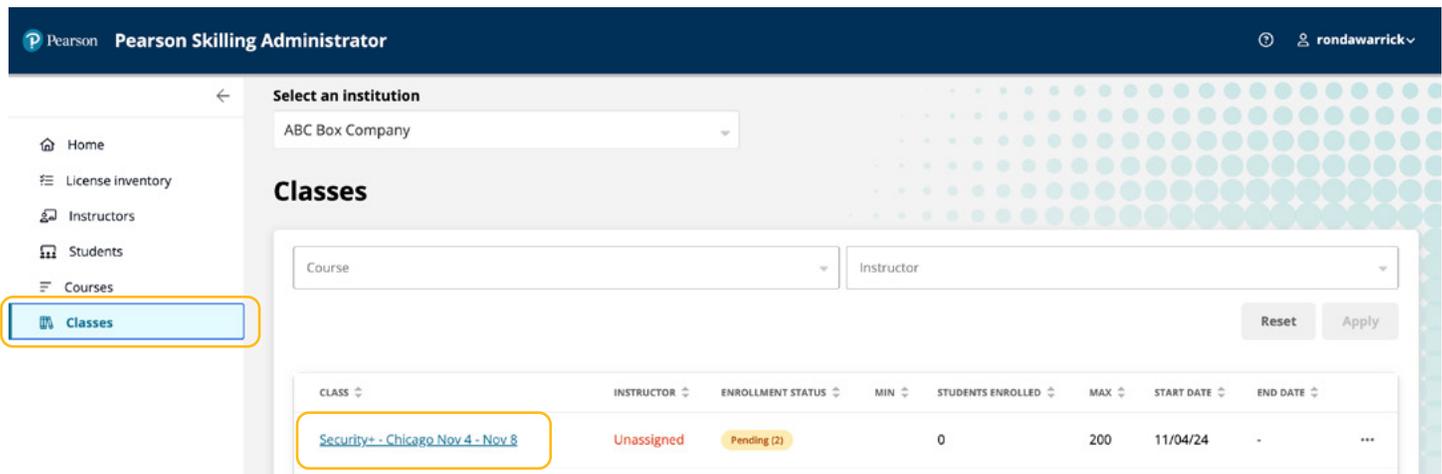
Once the students have created their Pearson accounts, they may return to skilling.pearsonvue.com to log in to the skilling suite.

Next steps

The setup steps included in this guide will get you up and running with the Pearson Skilling Suite very quickly, but there is much more you can do.

Be sure to check the enrollments in your new class roster to watch for students who remain in a pending status as the class start date approaches. You can do this easily in 3 steps:

- ✓ **Log into the skilling suite administrator view**
- ✓ **Click on the Classes tab**
- ✓ **Click into the Class to view the details**



The screenshot shows the Pearson Skilling Administrator interface. The top navigation bar includes the Pearson logo, the title 'Pearson Skilling Administrator', and a user profile 'rondawarrick'. A left sidebar contains navigation options: Home, License inventory, Instructors, Students, Courses, and Classes (highlighted with a blue box). The main content area is titled 'Classes' and features a 'Select an institution' dropdown menu set to 'ABC Box Company'. Below this are two dropdown menus for 'Course' and 'Instructor', with 'Reset' and 'Apply' buttons. A table displays class enrollment data:

CLASS	INSTRUCTOR	ENROLLMENT STATUS	MIN	STUDENTS ENROLLED	MAX	START DATE	END DATE
Security+ - Chicago Nov 4 - Nov 8	Unassigned	Pending (2)		0	200	11/04/24	-

As an administrator in the Pearson Skilling Suite, you may leverage additional capabilities to manage your classes, assign instructors, view student progress, and assess your license inventory.

Refer to the full Pearson Skilling Suite User Guide for more information on managing classes.

For more information or help getting started, we recommend the following resources:

- Download our [Pearson Skilling Suite User Guide](#)
- Watch our [QuickStart Onboarding Videos](#)
- Register for one of our [Office Hours Q&A Sessions](#)
- Register for an in-depth [Training Session](#)