Accessing Online Training Registration in SkillSoft

For technical assistance with SkillSoft, please contact the CU System office of Employee Learning and Development.

Please follow the instructions below to access these Human Resources Instructor Led Trainings (ILT):

- 7 Habits of Highly Effective People
- Managing Employees with Health Issues
- Managing Leave
- Performance Management
- Preventing Workplace Violence
- Speech Craft
- State Classified Rules
- Teambuilding/DiSC Training
- Writing Performance Goals

*Please note that SkillSoft registration is connected to the portal log-in that was used. If you are an administrator you CANNOT register for an employee with these instructions.

Sign into the UCD Access portal using your University username and password.
Step 2.
Once logged into UCDAccess open your NavBar by clicking on the compass on the top right corner.

Step 3.
Once the NavBar opens click on the “CU Resources” icon.

Step 4.
Click on “Training”.

Step 5.
Click on “Start Skillsoft”.
Step 6.

Click on the “Library” icon.

Step 7.

Click on “CU Denver | Anschutz”
Click on “Instructor Led Training (ILT)” under the “Categories” section.
Under "Instructor Led Training (ILT)" click on "CU Denver: Human Resources"

Step 10.
Toggle back and forth through the courses to find the course you are interested in registering for.
Click on the training you want to Enroll in.

Step 12.
To register for the course click “Enroll”.