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 trainings: Crucial Conversations, State Classified Rules, Speechcraft, 7 Habits of Highly Effective People, New Employee Orientation, Performance Management, Preventing Workplace Violence, Writing Performance Goals, Teambuilding/DISC Training, Managing Leave, and Managing Employees with Health Issues.

*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.

1. Sign into the UCD Access portal using your University username and password.

2. Click on the Training tab
3. Click on **Start SkillSoft** from the dropdown menu.

4. Click on **Catalog** tab on the left side of the screen in SkillSoft.
5. Click **CU Instructor Led Training** to view the expandable folder structure

6. Click the **CU: Denver Human Resources** folder to show all Instructor led courses
7. Locate the desired course title and hover over the title of the desired training to highlight, then click [Show Details]

- CU Denver: Facilities
- CU Denver: Human Resources
  - CU: The 7 Habits of Highly Effective People
  - CU: Crucial Conversations
  - CU: Discrimination and Harassment
  - CU: Managing Employees with Health Conditions
  - CU: Managing Leave Workshop
- CU: New Employee Orientation AMC/DC [Show Details]
  - Due: Jun 02, 2016
- CU: Performance Management
- CU: Preventing Workplace Violence
- CU: Speechcraft
- CU: State Classified Rules Training
- CU: Teambuilding/DISC Training
- CU: Writing Performance Goals

8. Click the plus sign next to Sessions at the bottom to drop down a list of available dates.
9. Highlight the desired date (be sure to check the location listed for correct campus) and click **Enroll** to enroll in the in-person training.

A confirmation email will be sent with course information.