Accessing Online Training 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 the following online trainings in SkillSoft: Americans with Disabilities, Discrimination and Harassment, Form I-9, Performance Management, and Search Committee Training: Recruiting Diverse talent to the University

**Please note**: Once you have completed the training and quiz, it takes approximately five business days for your training credit to reflect in your training records.

1. Sign into the [UCD Access Portal](https://www.ucdenver.edu) using your University username and password.

2. Click on the CU Resources Tab to open the Employee Main Menu Page (most employee will default to the Employee Main menu page upon logging into the portal, see step 3)
3. On the top navigation tabs, click on **Training** to display the dropdown menu. Click on **Start SkillSoft** from the dropdown menu.

4. Click on **Catalog** on the left side of the screen in SkillSoft.
5. Click the plus sign to expand the **University of Colorado – Denver | Anschutz Medical Campus** folder

6. Click **Human Resources** to view the expandable folder structure
   
   *Hover* over the course title of the desired training to highlight the training title then click **Launch**