Accessing Online Training Registration in SkillSoft

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

*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.

---

**Step 1.**

Sign into the [UCD Access](https://myaccount.ucdenver.edu) portal using your University username and password.
Once logged into UCDAccess open your NavBar by clicking on the compass on the top right corner.

Step 2.

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

Step 3.

Click on “Training”.

Step 4.

Click on “Start Skillsoft”.

Step 5.
Step 6.

Click on the “Library” icon.

Step 7.

Click on “CU Denver | Anschutz”
Click on "Human Resources" under the "Categories" section.
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Launch Button</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU: Americans with Disabilities Act (ADA)</td>
<td></td>
<td>30 Minutes</td>
</tr>
<tr>
<td>CU: Discrimination &amp; Sexual Misconduct. CU Denver/Anschutz Medical Campus</td>
<td></td>
<td>1 Hour</td>
</tr>
<tr>
<td>CU: Family Medical Leave</td>
<td></td>
<td>20 Minutes</td>
</tr>
<tr>
<td>CU: Form I-9</td>
<td></td>
<td>30 Minutes</td>
</tr>
<tr>
<td>CU: Performance Management</td>
<td></td>
<td>1 Hour</td>
</tr>
<tr>
<td>CU: Search Committee Training University</td>
<td></td>
<td>1 Hour</td>
</tr>
</tbody>
</table>

Step 9.

Click the “Launch” button.