ACCESSING SKILLSOFT TRAINING NEEDED TO SATISFY UNIVERSITY REQUIREMENTS

CU: Discrimination and Harassment, Denver | Anschutz Medical Campus and UCCS
(Also for finding other University of Colorado Compliance Related Trainings)

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

2. Click on the “CU Resources” (Fig. A) tab then on the “Training” tab located below. Under the “Training” tab click on “Start SkillSoft” (Fig. B).
3. Click on “Catalog” located on the left hand side of your screen.
4. Click on the content folder labeled, “University of Colorado – Courses.” This folder contains courses needed to satisfy university compliance requirements.

5. The “University of Colorado – Courses” folder contains additional folders for each campus. Click on your campus folder.
6. Your campus folder will contain a variety of folders by category of training you are seeking to locate (i.e. Human Resources, Grants and Contracts, Procurement, etc.).

7. If you are looking for the “CU: Discrimination and Harassment – Denver | Anschutz Medical Campus and UCCS” training click on the folder labeled, “Human Resources.” (For other trainings click on the appropriate folder). Under the “Human Resources” folder you will find the course selection, “CU: Discrimination and Harassment – Denver | Anschutz Medical Campus and UCCS.” Move your cursor over the course and you’ll see the option to launch the training or show course details. Click on [Launch] and you will be entered into the course.