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 online trainings in SkillSoft.

**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 using your University username and password.

2. Click on the CU Resources tab at the top of the page
3. On the left side of the screen, 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 University of Colorado - Courses to view the expandable folder structure

6. Click CU Denver/Anschutz Medical Campus to view the expandable folder structure
7. 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]**.