

Online Course Troubleshooting:

Your [myCU Portal](#) login Username **and** Password will be same as when you log into your computer.

Once you have logged-in to the system, click on the MY.TRAINING tab, and then to get into SkillPort click on "Click here for SkillPort - CU's Online Learning". Once you are logged into SkillPort click on "CU Learning Programs" and you will see a list of courses on the right hand side. Once you see the course you would like to take, click on the course and then "play". You are now ready to proceed.

(Hint: when searching the course catalog you might need to scroll over thru several pages/tabs of course titles to find the one you are looking for).

For technical assistance in SkillPort, please contact Janet Lowe at Janet.Lowe@cu.edu or visit the [Employee Learning and Development](#) website.

Updating Reports To Information:

If you do not or you no longer supervise classified staff, please make sure to contact the HR liaison in your department to correct the "Reports To" field in PeopleSoft/HRMS. Instructions on this process can be found at the following link - http://www.ucdhsc.edu/admin/hr/update_sprvsr.htm. Note: you can now view who is currently listed as reporting to you and who you currently report to in the [myCU Portal](#) under the "my.Personal Info" tab. Again, if anything looks incorrect, please contact the HR liaison in your department to correct the "Reports To" field in the system.

To Check Training Completion Records:

To follow up on your training completion records, please feel free to view your current results using either of the following methods:

- In PeopleSoft/HRMS - <http://www.ucdhsc.edu/admin/hr/findtraining.htm>
- In myCU Portal – <http://my.cu.edu> under the "My.Training" tab

(Please allow approximately two days for training completion records to refresh to the system)

For any questions or problems please email Saleha Farooq at Saleha.Farooq@UCDenver.edu or call 303-315-2742. Thank You.