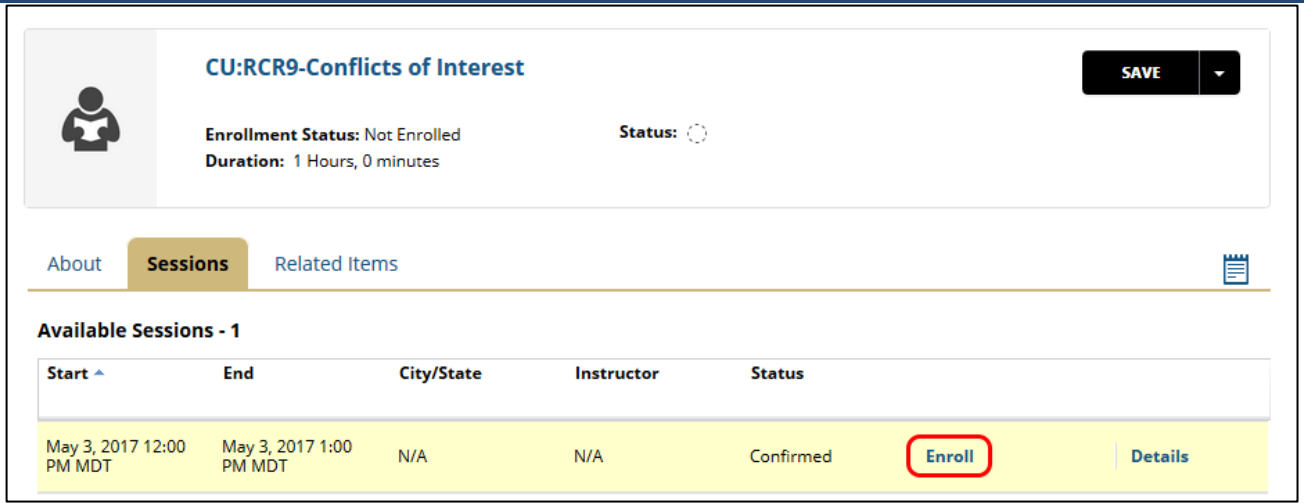
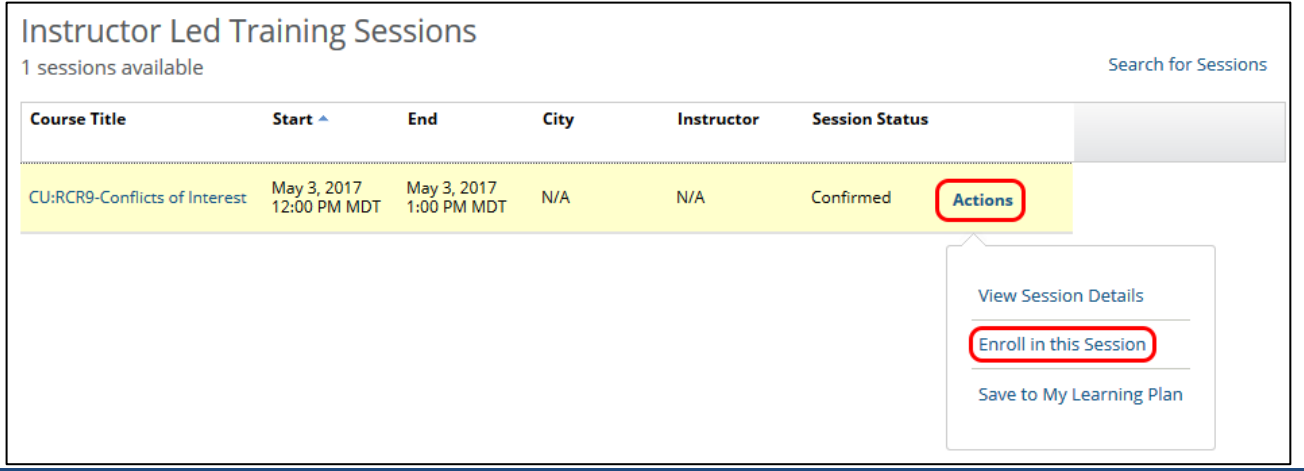


Skillsoft: Quick Reference

Enrolling in Instructor Led Training (ILT)

Navigation Shortcut: [Campus portal \(https://my.cu.edu\)](https://my.cu.edu) > NavBar > CU Resources > Training > Start Skillsoft

<p>To enroll in an Instructor Led Training Session from Library:</p> <ol style="list-style-type: none"> 1. Click Library. 2. Select your campus. 3. Click Instructor Led Training (ILT) from the left hand Categories menu. 4. Select the course. 5. Click Enroll or Waitlist. <p>Note: To withdraw from a course, click Withdraw in step 5.</p>	 <p>The screenshot shows the course details for 'CU:RCR9-Conflicts of Interest'. The enrollment status is 'Not Enrolled' and the duration is '1 Hours, 0 minutes'. There are tabs for 'About', 'Sessions', and 'Related Items'. Under the 'Sessions' tab, there is one available session with the following details:</p> <table border="1"> <thead> <tr> <th>Start</th> <th>End</th> <th>City/State</th> <th>Instructor</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>May 3, 2017 12:00 PM MDT</td> <td>May 3, 2017 1:00 PM MDT</td> <td>N/A</td> <td>N/A</td> <td>Confirmed</td> <td>Enroll</td> </tr> </tbody> </table>	Start	End	City/State	Instructor	Status	Actions	May 3, 2017 12:00 PM MDT	May 3, 2017 1:00 PM MDT	N/A	N/A	Confirmed	Enroll		
Start	End	City/State	Instructor	Status	Actions										
May 3, 2017 12:00 PM MDT	May 3, 2017 1:00 PM MDT	N/A	N/A	Confirmed	Enroll										
<p>To enroll in an Instructor Led Training Session from homepage:</p> <ol style="list-style-type: none"> 1. Select Instructor Led Training (ILT) from Quick Links. 2. Click Session Schedule. 3. Click Actions. 4. Select Enroll in this Session. <p>Note: Selecting Instructor Led Training (ILT) from Upcoming Events will take you directly to the Session Schedule.</p>	 <p>The screenshot shows the 'Instructor Led Training Sessions' page with 1 session available. A search bar is present. The session details are as follows:</p> <table border="1"> <thead> <tr> <th>Course Title</th> <th>Start</th> <th>End</th> <th>City</th> <th>Instructor</th> <th>Session Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>CU:RCR9-Conflicts of Interest</td> <td>May 3, 2017 12:00 PM MDT</td> <td>May 3, 2017 1:00 PM MDT</td> <td>N/A</td> <td>N/A</td> <td>Confirmed</td> <td>Actions</td> </tr> </tbody> </table> <p>The 'Actions' dropdown menu is open, showing options: 'View Session Details', 'Enroll in this Session', and 'Save to My Learning Plan'.</p>	Course Title	Start	End	City	Instructor	Session Status	Actions	CU:RCR9-Conflicts of Interest	May 3, 2017 12:00 PM MDT	May 3, 2017 1:00 PM MDT	N/A	N/A	Confirmed	Actions
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