

Skillsoft Administrators ^[1]

Administrator access lets you manage ILTs and run reports.

Skillsoft admin access is given based on job duties and managed by Employee Learning and Development. There are two main administrative roles in Skillsoft: instructor-led training (ILT) and reporting administrators. ILT administrators support in-person training through tasks including scheduling in-person training, setting up self-enrollment, managing session rosters, and tracking training completions. Reporting administrators can run reports on learning activity and compliance.

Administrator tasks

- Update ILT course information
- Create ILT course sessions
- Manage and completing ILT sessions
- View and generate reports

Audiences

- ILT Administrators
- Report Administrators

Access

Students

1. **Log on to your student portal (<https://my.cu.edu> ^[2]).**
2. **Click Training, in the upper-right navigation.**
3. **Click Skillsoft.**

CU Boulder

1. **Log on to your Buff portal (<https://buffportal.colorado.edu/> ^[3]).**
2. **Click the navigation bar on the top left.**
3. **Enter Skillsoft in the search box.**
4. **Select Skillsoft Training**

5.

Click Start Skillsoft

Faculty, Staff & POIs

1. **Log on to your campus portal (<https://my.cu.edu> ^[4]).**
2. **Open the CU Resources dropdown menu.**
3. **Select Training.**
4. **Click the Skillsoft tile.**

Groups audience:

Employee Services

Right Sidebar:

ES: ELD Skillsoft Admin Resources

ES: ELD IWT Skillsoft Admin

ES: ELD - Contact

Source URL:<https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft/skillsoft-0>

Links

[1] <https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft/skillsoft-0>

[2] <https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft>

[3] <https://buffportal.colorado.edu/> [4] <https://my.cu.edu>