To access the Advance Web Overview, Navigation and Reports online course:

- 1. Log on to the university portal (<u>https://my.cu.edu</u>).
- 2. From the Resources page (or for System staff, the navigation menu), click **Training**.
- 3. Click Start SkillSoft.
- 4. Click CATALOG.
- 5. Expand the **University of Colorado Courses** folder.
- 6. Expand your campus folder.
- 7. Expand the Advancement folder.
- 8. Hover (hold your mouse pointer) over the course title and click [Launch].

1	Catalog
MY PLAN	University of Colorado - Courses
CATALOG	CU-Bounder
MY PROGRESS	CU: Advancement - Creating Gift Agreements S CU: Advancement - Gift Handling S
	CU: Advance Web Overview, Navigation and Reports 🍄 [Launch] [Show Details]