University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

SkillSoft ILT Enrollment Guide

Instructor Led Training (ILT) courses are scheduled learning events in which an employee may choose to self-enroll for a selected session and attend at a specific time and location.

Log into the CU campus portal page:

1. Click the **CU Resources** tab/page.
2. Click **TRAINING** under **Navigation** menu at the left of page to access the drop down menu.
3. Click the **Start SkillSoft** link

Locating Instructor Led Training (ILT) in SkillSoft:

1. Click the **Catalog** button and select the **Instructor Led Training** folder to access all available CU **ILT** courses by campus and topic in SkillSoft.
2. Locate the course for which you wish to enroll. Click the **[Sessions]** link to check for scheduled sessions for the course..
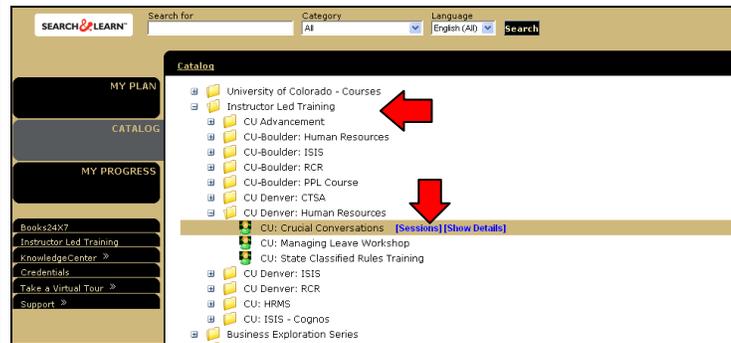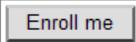


Accessing and Selecting Course Sessions:

1. The **My ILT, View Course** page will display
.
2. **Course Details** and all available **Sessions** will display.
   Note: If the course does not have an available session or one that fits your schedule, you may **Add this course to my watch list** by clicking on the large button, to automatically receive information about additional sessions as they are added in SkillSoft.
3. Click on the **Session ID** link to access the training date in which you are interested.
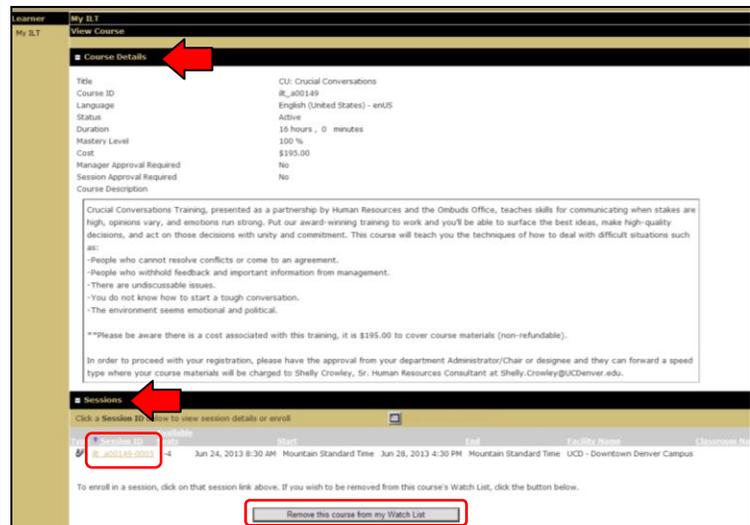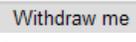
Enrolling in a Selected Course Session:

1. The **View Session** window will open. It includes **Course Details**, **Session Details**, **Meeting schedule for ilt** course you have selected, and **Location** information.
2. Under **Meeting schedule for ilt**, click the [Enroll me] button, to enroll in the selected session, and the course will now be listed under **Instructor Led Training Sessions I Am Enrolled In** on the SkillSoft **My ILT** page.
3. If the course session for which you wish to enroll is at capacity, a different button appears – **Put Me on the Waiting List**, and if someone withdraws, you will be notified to add the course enrollment.

Note: When you enroll, an enrollment confirmation e-mail will automatically be delivered to you and the instructor.
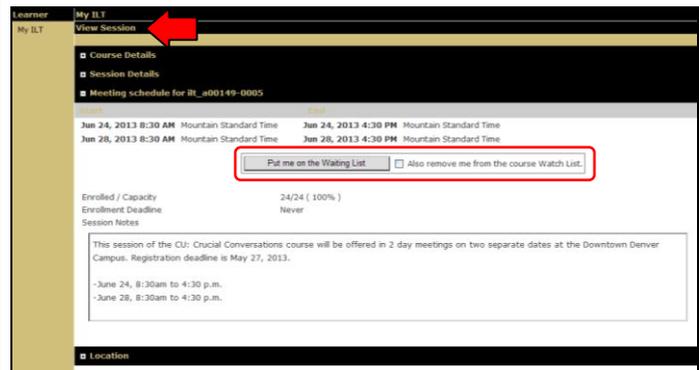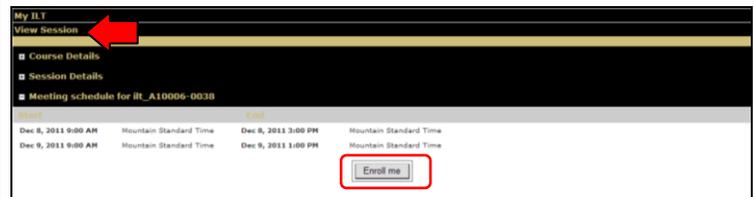
Withdrawing from an ILT Session:

If you can not attend a training session for which you enrolled, please withdraw your enrollment promptly, so that someone else on the waiting list for the course may be notified to enroll and attend.

1. Access **My ILT** by clicking **Instructor Led Training** on the SkillSoft Home page shortcuts menu.
2. Sessions you are scheduled to attend appear in the **Instructor Led Sessions I Am Enrolled In** section of the **My ILT** page.
3. You may withdraw your enrollment by selecting the **Session ID** to access the **Meeting Schedule for ilt.** Click the [Withdraw me] button.
4. Confirmation of the withdrawal from the session is displayed in **My ILT**.
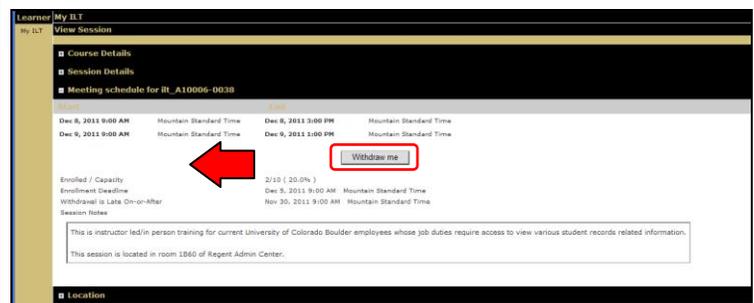
Note: Both you and the instructor will automatically receive an e-mail notification of your withdrawal from a session.

SkillSoft Resources:

- Employee Learning and Development (ELD) Website at: https://www.cu.edu/eld/resources
- Contact Employee Learning and Development at: system.training@cu.edu
- Run a browser compatibility check at: http://browser.skillport.com/bh/default.asp
- Campus IT Helpdesks: https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHelpdeskContacts.pdf
- SkillSoft Help Desk information:
    - SkillSoft Customer Support – 1-866-754-5435
    - SkillSoft Online Customer Support Live Help - http://support.skillsoft.com/livehelp/