



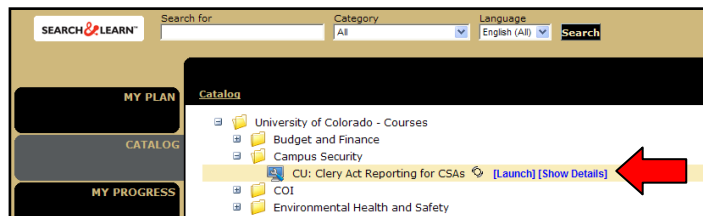
Location of the PeopleSoft Course Code Number in SkillSoft

Log into SkillSoft through the CU campus portal page:

All of the “official” **PeopleSoft (HRMS) course code numbers** are recorded for each **University of Colorado SkillSoft Course** when you open the course description in SkillSoft by clicking on **[Course Details]** next to the course title.

The full SkillSoft coding is displayed above the **Overview/Description**. The second group of numbers starting with an alpha character is the **PeopleSoft Course Code Number**. (See at right.)

The **PeopleSoft Course Code Number** is the identification number that is recorded in PeopleSoft and can be entered to run training course completion reports in PeopleSoft. It is also displayed under the **Training Summary** of completed courses under TRAINING in your CU campus portal.

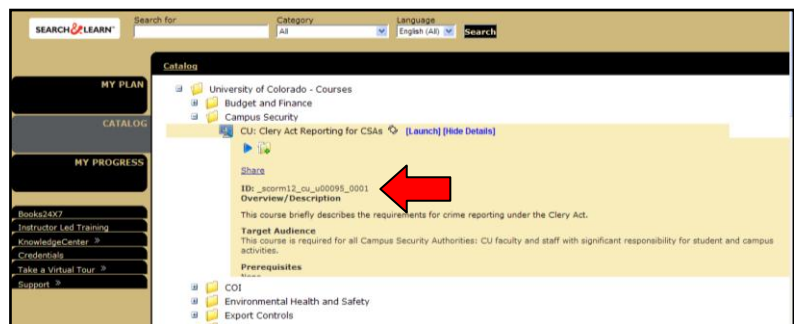


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SkillSoft Coding for
CU Custom Courses

**PeopleSoft
Course Number**

PeopleSoft
Session Number



Please note: You must have Java enabled on your browser to launch the SkillSoft courses, videos and simulations. If you are completing a CU custom course located under the catalog, University of Colorado - Courses folder, you do not need to have Java enabled.

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/>