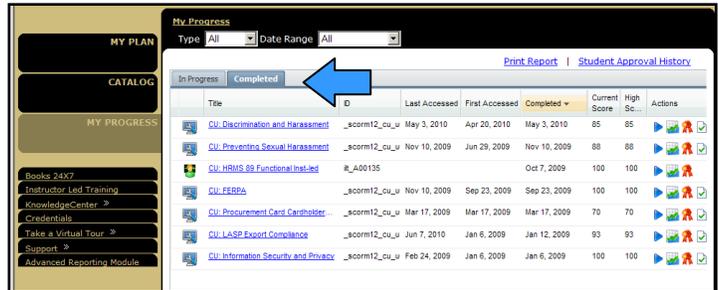




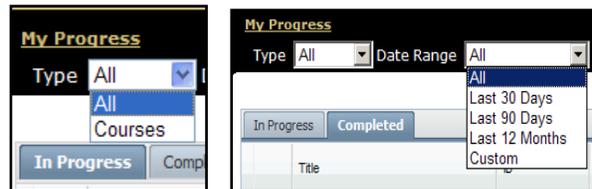
Viewing Course Completions and Printing a SkillSoft Certificate

Log into your CU campus portal page:

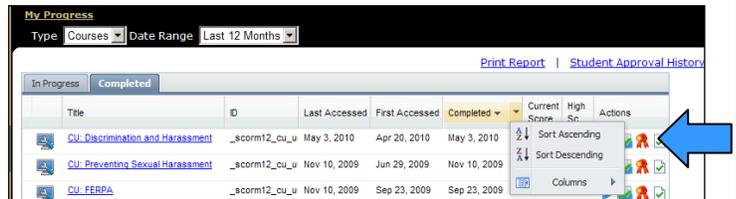
- Click the **CU Resources** tab/page.
- Click **TRAINING** under **NAVIGATION** menu at the left of page to access the drop down menu, and choose **Start SkillSoft**.
- Click **MY PROGRESS** on the SkillSoft navigation panel on the left. By default, the **In Progress** page will display;
- To view all learning assets and courses that you have completed, click the **Completed** tab.



- To display completed courses only, for **Type**, choose **Courses**, or **All** to display all learning assets.
- For **Date Range**, specify the date range for the courses report from the drop down menu: choose: All; Last 30 days; Last 90 days.



- The display is immediately filtered based on your selection of **Courses** and for the **Date Range** specified.



- To print a **Completion Certificate** for a completed Course, click the  icon in the **Actions** column at the right and a printable Certificate of completion will generate.



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/>