

# Human Capital Management: Step-by-Step Guide

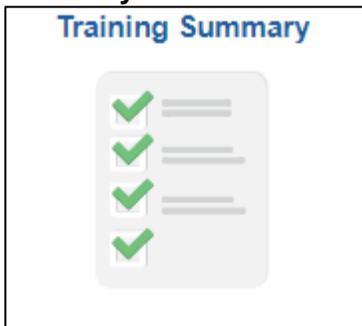
## Training Summary

This guide describes how to locate a training summary. A training summary is the record from HCM of an employee's completed training. HCM is the system of record for completed training, which is used to verify completion of courses required for access to certain systems. All employees can view their own training summary in the employee portal. Supervisors can also view a record of training completed by their direct reports.

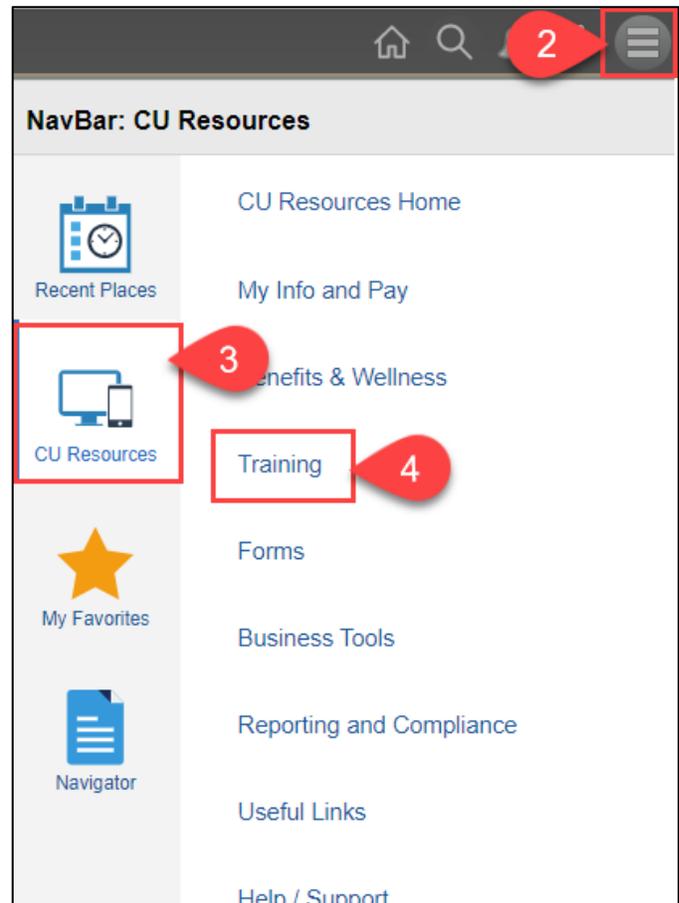
## Viewing a Training Summary

To view a training summary

1. Log on to your campus portal (<https://my.cu.edu>).
2. Click the **NavBar** in the top right corner.
3. Select **CU Resources**.
4. Select **Training**.
5. To see your summary, select the **Training Summary** tile.



To see your direct reports' summary, select the **Supervisor Training Summary** tile. (If you do not have direct reports, you will not see this tile.)



The summary displays the course name, completion date, status, and grade for courses marked as completed in Skillssoft, which includes online courses as well as instructor-lead courses maintained in Skillssoft. Not all courses from Skillssoft will show up in this report. All CU compliance courses will appear in the list.

Training Summary			
Select the Internal Training Course Name to view Details.			
Internal Training			
Course Name	Completion Date	Status	Grade
COVID-19 Campus-AMC-WEB	03/24/2021	Completed	100
COVID-19 Campus-AMC-WEB	03/03/2021	Completed	100
COVID-19 Campus-AMC-WEB	03/02/2021	Completed	100
AdvMobileSecurity-WEB	02/01/2021	Completed	100
CU: L... Page 2.0	12/7/2020	Completed	100
Active Shooter Awareness-WEB	03/03/2020	Completed	100
HCM Fundamentals - WEB	02/28/2020	Completed	80
CU: Skillssoft Reports-WEB	12/11/2019	Completed	100