University of Colorado
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EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Training Summary

This guide describes how to locate a training summary. A training summary is the record of your completed training in HCM. All employees can view their own training summary. Supervisors can also view a record of training completed by their direct reports.

Viewing a Training Summary

1. Log on to your campus portal (https://my.cu.edu).

2. Select the **NavBar** in the top right corner.

3. Select **CU Resources**.

4. Select **Training**.

5. To see your summary, select **Training Summary**.

   To see your direct reports summary, select **Supervisor Training Summary**.

The summary displays the course name, completion date, status, and grade for courses completed in Skillsoft. Not all courses from Skillsoft appear in this report. All CU compliance courses will appear in the list.