

Learn tips and tricks to better navigate HCM with these resources ^[1]

August 24, 2017 by [Employee Services](#) ^[2]

Whether you are a new HCM user who wants to learn about the system, or a well-established user who wants to use it optimally, a variety of brief videos, blogs and Skillsoft courses are available to help you get the most out of your HCM experience.

Videos

Walk through using HCM Favorites, logging into HCM and navigating through the system with these quick videos:

How to: Use HCM Favorites

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How to: Log into HCM

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How to: Navigate Through HCM

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Blogs

Want to personalize your dashboard homepage or add CU Time to your Favorites? Blogs covering these topics are available:

- [Personalize your dashboard homepage](#) ^[3] and navigate HCM with multiple windows.
- [Find CU Time](#) ^[4] and add it to your favorites.

Skillsoft courses

Six HCM classes are offered in Skillsoft. Follow these steps to log in and take them:

1. Sign into the [employee portal](#) [5]
2. Select the **NavBar**, **CU Resources** and then **Training**
3. Choose **Start Skillsoft**
4. Click on **Library** and select your campus under **CU Custom Content**
5. Select **HCM** under the **Categories** menu on the left-hand side of the page
6. Launch the course you would like to take

[HCM](#) [6], [Fluid](#) [7], [Training](#) [8], [Wave 3](#) [9], [Wave three](#) [10]

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[3] <https://www.cu.edu/blog/hcm-community/hcm-tips-personalize-your-dashboard-homepage-and-navigate-hcm-multiple-windows>

[4] <https://www.cu.edu/blog/hcm-community/hcm-tips-how-find-cu-time-add-it-favorites>

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