

New HCM Updating Data course available in Skillsoft ^[1]

February 9, 2018 by [Employee Services](#) ^[2]

A new Skillsoft course, **HCM Updating Data**, has replaced two previously offered courses, HCM Position Data and Non-Person Profile and HCM Managing People and Jobs.

This course presents conceptual information about HCM and how it is used to manage human resources data. It introduces employees to topics associated with managing employee data in HCM, such as personal data, persons of interest (POIs), and personnel actions associated with the life cycle of an employee. It takes around an hour to complete, and covers the following topics:

- Updating data
- Types of data HCM manages
- Examples of personnel actions recorded in HCM

Access the course

1. Sign into the [employee portal](#) ^[3].
2. Expand **Quick Links**.
3. Select Start **Skillsoft**.



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Employee ID:

My Info ▲

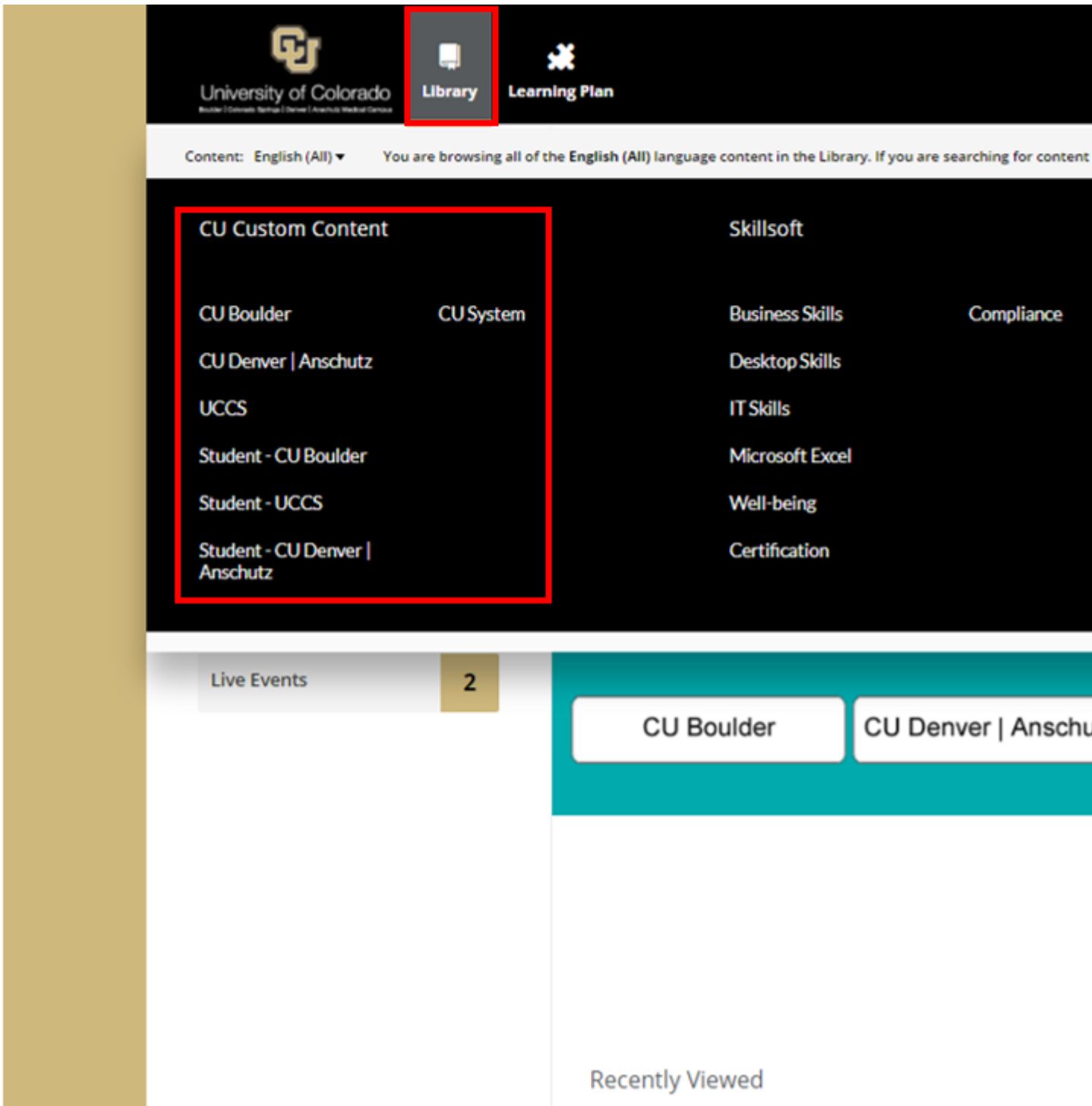
Last Confirmed Check

January 31, 2018

My Compensation ▲

[4]

4. In Skillsoft, select **Library** from the top of the screen.?



[5]

5. Select **HCM** from the left-hand **Categories** menu. Locate the **CU: HCM Updating Data** course and click **LAUNCH** to start the course.

The screenshot displays the Skillssoft Learning Plan interface for the University of Colorado. On the left, a navigation menu under 'CU System' lists various categories, with 'HCM' highlighted in a red box. The main content area, titled 'CU System > HCM', shows a list of HCM courses. The course 'CU: HCM Updating Data' is highlighted in a red box at the bottom of the list. It features a purple icon with three people, the title 'CU: HCM Updating Data', and the duration 'Custom - Course: 1 Hour'. A 'LAUNCH' button is located to the right of the course title.

[6]

Display Title:

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Links

[1] <https://www.cu.edu/blog/hcm-community/new-hcm-updating-data-course-available-skillssoft>

[2] <https://www.cu.edu/blog/hcm-community/author/10695> [3] <https://my.cu.edu/>

[4] <https://www.cu.edu/sites/default/files/Portal%20Homepage.jpg>

[5] <https://www.cu.edu/sites/default/files/Skillssoft%20Library.png>

[6] https://www.cu.edu/sites/default/files/Skillssoft%20HCM%20Library_0.png