

Updated HCM Fundamentals course now available in Skillsoft ^[1]

December 1, 2017 by [Employee Services](#) ^[2]

Hiring new employees? Before they gain access to HCM, they will need to take the updated HCM Fundamentals course in Skillsoft.

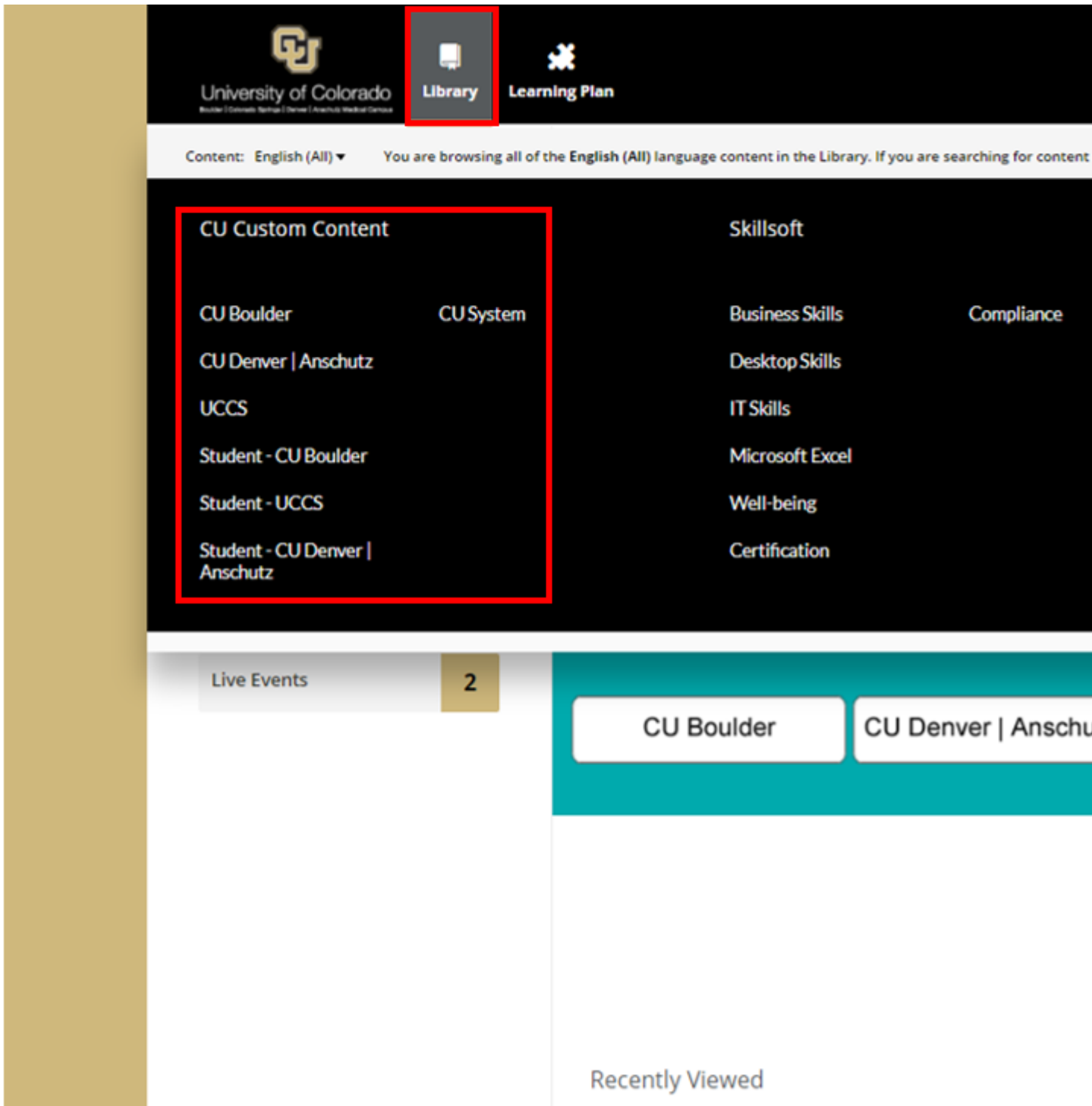
This foundational online course has been updated to correspond with recent system changes and is required for all new HCM users before they can use the system. It takes around 20 minutes to complete, and while it does not teach users how to perform tasks, it covers basic concepts including:

- What HCM is, why it's used and how it integrates with other systems
- Who uses HCM
- The type of data managed in HCM
- How to navigate HCM and other key points

Employees can access it with these steps

Share the following steps with your new employees so they can access the course:

1. Sign into the [employee portal](#) ^[3].
2. Go to the **Quick Links** tile.
3. Select **Start Skillsoft**.
4. In Skillsoft, click **My Library** and pick your campus from the dropdown.



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

The screenshot shows the University of Colorado Learning Plan interface. The top navigation bar includes the University of Colorado logo, 'Library', and 'Learning Plan'. The main content area is divided into two columns. The left column, titled 'CU System', contains a search bar and a list of categories: Accessibility, Advancement, Campus Security, CU-SIS, Faculty, Finance, Grants and Contracts, HCM (highlighted with a red box), HIPAA, and Human Resources. The right column, titled 'CU System > HCM', shows a 'Custom' filter button and a list of HCM courses. The first course, 'CU: HCM Fundamentals', is highlighted with a red box. It is a custom course lasting 20 minutes. Other visible courses include 'CU: HCM Managing People and J' (1 hour) and 'CU: HCM Paying People' (45 minutes).

HCM [4], courses [5], SkillSoft [6]

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Links

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