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Track your training, and your staff's training in the portal [1]

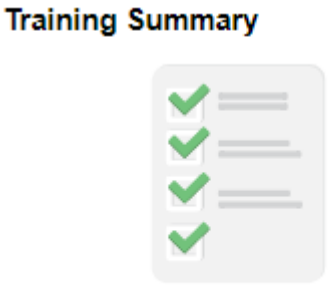
January 10, 2020 by Employee Services [2]

Do you have a required Skillsoft training coming up? Does your staff? With annual reviews coming soon, it's a good time to track your progress or your staff's progress.

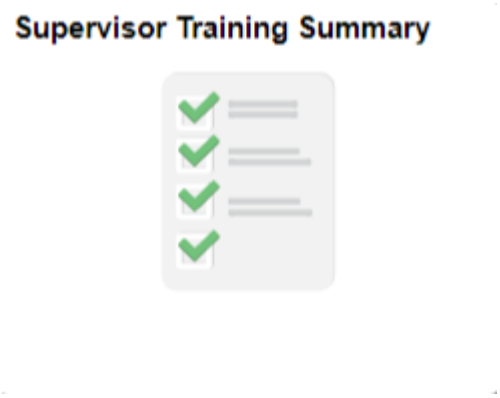
There's an easy way to do this using the portal's training summary tiles.

Here's how to get started:

1. Go to my.cu.edu [3]
2. Open the **CU Resources** dropdown menu and select **Training**
3. You can then select a tile based on your needs.



You can view the completion data of all trainings as well as your score.



If you are a supervisor, you can view your employees' training records and track training progress.

performance cycle [4]
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