Pre-Access Requirements [1]

Once it's determined you're a good candidate for an eComm license, complete the following pre-access requirements.

PREVIOUS STEP | Discovery

Meet with your eComm specialist. Review your communication and event goals and learn how eComm can best support your efforts. Complete our questionnaire [2] with your team beforehand.

CURRENT STEP | Pre-Access Requirements

Before access to eComm tools (Salesforce, Marketing Cloud and Cvent) is granted, new users must sign the eComm User Agreement and complete training for data security, confidentiality, FERPA and PCI compliance. This is not training of the Salesforce tools and must be completed BEFORE access to the applications can be granted.

LICENSE SCHEDULE eComm licenses are distributed monthly. Pre-requisites and license requests need to be in by the last day of the month. New users can expect login credentials around the 6th of the month.

? eComm User Agreement

All users and their supervisors must sign the eComm User Agreement. This agreement outlines important requirements that you must agree to before you can be provisioned for an eComm license. You can find the user agreement form here:

eComm User Agreement Form | Link [4]

After you sign the form, the eComm team will send a signature request to your supervisor. Licenses cannot be requested until your supervisor's signature has been received.

? Skillsoft Courses for all users | complete every 3 years

To take the SkillSoft courses, navigate to your employee portal [5]. Once logged in, select
“SkillSoft” and enter your course number in the search options at the top of the page.

**Information Security and Privacy Awareness | Course ID: _scorm12_cu_u00063_0001**
This 30-minute course covers how to protect university and private information. To receive credit, all the course modules and video content must be completed and the final quiz must be passed with a score of at least 70 percent.

**IT Confidentiality Agreement | Course ID: _scorm12_cu_u00087_0001?**
This 20-minute course covers your responsibilities for protecting the confidentiality and privacy of information at CU. All IT employees play a key role in protecting resources and information entrusted to the university. At the end of this course, you must acknowledge and affirm your understanding of the Employee Confidentiality and Privacy Responsibilities.

**Family Education Rights and Privacy Act (FERPA) | Course ID: _scorm12_cu_u00049_0001?**
This 45-minute course covers how federal law protects student education records.

**? PCI Compliance for Cvent users | complete annually**
Payment Card Industry (PCI) compliance is required for Cvent users only.

**CU: Payment Card Security - CU System | Course ID: _scorm12_cu_u00162_0001**
This 30-minute course will cover responsibilities for protecting cardholder data. To receive credit, all the course modules and video content must be completed and the final quiz must be passed with a score of at least 75 percent.

**NEXT STEPS | Login Details**
Assuming you have completed the above Pre-Access requirements, you will receive login instructions with your credentials around the 6th of the month.

**Source URL:** https://www.cu.edu/ecomm/access-training/pre-access-requirements

**Links**
[1] https://www.cu.edu/ecomm/access-training/pre-access-requirements
[3] https://www.cu.edu/ecomm/access-training/discovery
[5] https://my.cu.edu/
[6] https://www.cu.edu/ecomm/access-training/login-details