There are some important steps and associated timelines for getting access to the eComm tools, as part of a standard monthly process.

1. **Discovery**
   - Meet with an eComm specialist to review communication and/or event goals to confirm eComm is the right fit.
   - **15-30 min.**

2. **Pre-Access Requirements**
   - Complete pre-access requirements (SkillSoft courses and sign an agreement) by the end of the month to secure your license.
   - **1-2 hours**

3. **Login, Training & Quiz**
   - Receive credentials around the 5th of the month and follow along with training. Complete a short verification for access to send emails and/or events approved.
   - **1-2 hours**

**Interested in an eComm license?** Request access and your eComm specialist will arrange a discovery session to review your communication and/or event goals and determine if eComm is the right fit.

If it is a good match, new users must complete pre-access requirements by the end of the month to get access during the first week of the following month.

Once given access, users can login, follow along with training and complete a quiz. Long-term, continued education is provided.

**Groups audience:**
eComm

**Source URL:** https://www.cu.edu/ecomm/training

**Links**
[1] https://www.cu.edu/ecomm/training
[2] https://www.cu.edu/ecomm/request-access
[3] https://www.cu.edu/ecomm/strategy/leadership
[4] https://www.cu.edu/ecomm/access-training/discovery
[5] https://www.cu.edu/ecomm/access-training/pre-access-requirements