Published on *University of Colorado* (https://www.cu.edu)

Getting Started [1]

After completing data security training, send screenshots of your SkillSoft course summary to your eComm specialist, who will submit a license request on the last Friday of each month.

STEP 1 | Discovery

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

NEXT [2]

STEP 2 | Data Security Training

Once your eComm specialist determines you're a good candidate for an eComm license, complete data security training.

LEARN MORE [3]

STEP 3 | Provisioning

After completing data security training, send screenshots of your SkillSoft course summary to your eComm specialist, who will submit a license request on the last Friday of each month.

LEARN MORE [4]

STEP 4 | Login Details

You will receive login credentials, instructions and an invitation to register for training prep on the 1st Wednesday of the month.

LEARN MORE [5]

STEPS 5-6 | New User Training

STEP 5 | Training Prep Webinar

Build your knowledge of eComm's suite of tools along with federal laws that pertain to you as a communicator. Join us the 1st Thursday of the month.

LEARN MORE [6]

STEP 6 | New User Training

Devote the second and third week of the month to new user training. Learn basic skills in Salesforce, Marketing Cloud, and Cvent.

LEARN MORE [7]

STEP 7 | Continued Training

STEP 7 | Deep-Dive Training

Once you attend new user training and understand the basics, graduate to deep-dive training. You'll be invited to join virtual webinars hosted throughout the month to learn advanced features and share best practices.

Can't attend? Register anyway and we'll send you the recording.

LEARN MORE [6]

Search Wiki

Devote the second and third week of the month to new user training. Learn basic skills in Salesforce, Marketing Cloud, and Cvent.

LEARN MORE [8]

Groups audience:
eComm

Source URL:https://www.cu.edu/ecomm/training-2/getting-started

Links
[1] https://www.cu.edu/ecomm/training-2/getting-started [2] https://www.cu.edu/ecomm/access-training/discovery [3] https://www.cu.edu/ecomm/access-training/pre-access-requirements [4] https://www.cu.edu/ecomm/provisioning [5] https://www.cu.edu/ecomm/access-training/login-training-quiz [6] https://www.cu.edu/ecomm/training-prep-webinar [7] https://www.cu.edu/ecomm/access-training/new-user-training [8] https://www.cu.edu/node/%23