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Skillsoft Help [1]

- Taking Courses
- Instructor-Led Training
- Troubleshooting & Contacts

How do I take required training on Skillsoft Percipio?

Students

1. Log on to your student portal [2].
2. Click **Training**, in the upper-right navigation.
3. Click **Percipio.**

CU Boulder Students

1. Log on to your Buff Portal [3].
2. Click the navigation bar on the top left.
3. Enter **Skillsoft** in the search box.
4. Select **Skillsoft Training**.
5. Click Start **Skillsoft**.

Faculty, Staff & POIs

1. Log on to your campus portal (https://my.cu.edu [2]).
2. Open the **CU Resources** dropdown menu.
3. Select **Training**.
4. Click the **Skillsoft Percipio** tile.

Is Skillsoft Percipio more than just compliance training?

Yes, Percipio is a learning management system that offers various eLearning and online

training. These solutions include Business Skills, Training, Digital Skills Training, and IT Skills, to mention a few. The platform's professional certification catalog [4] also provides content for your training certification program needs.

Where can I find my record of training completions?

Percipio keeps a real-time record.

1. Click **My Learning** on the left-hand side.
2. Select the **My Acheivements** tile for a list of all course completions.
    - You may also access your completions by selecting the **Trophy** icon in the right-hand corner of Skillsoft Percipio.

NOTE: Employees may access training records from their portal by using the **Training Summary**.

How do I view a certificate of completion for a course I completed in Skillsoft Percipio?

To view a completion certificate:

1. Log onto Skilsoft Percipio.
2. Click **My Learning** on the left-hand side.
3. Select the **Completion Certificates tile** for all available certificates.

Where can I find instructor-led training (ILT) courses?

1. Log on to Skillsoft Percipio.
2. Click the **Live Learning tab.**
3. Click **View all live learning**.

Or

1. Log on to Skillsoft Percipio.
2. Select **Library** on the left-hand side.
3. Scroll near the bottom of the page and click **Live Learning Calendar**.

Why am I unable to enroll in an ILT session?

You may be already enrolled in another session of the same course. You must withdraw from a session you're enrolled in before you can enroll in a different one.

Who do I contact if I have a problem with Percipio?

Email Employee Learning and Development at system.training@cu.edu [5].

How do I turn off my pop-up blocker?

The job aid, Disabling Pop-Up Blockers and Clearing Cache [6], will help you ensure your browser can display up-to-date information.

Why is the course I completed not showing up in the portal under Learning Transcript?

There is a one to two business day delay from the time you complete a course and quiz in Skillsoft Percipio to when it appears in your portal. If more than two business days have passed and you do not see the course, email Employee Learning and Development at system.training@cu.edu [5].

Groups audience:
Employee Services
Right Sidebar:
ES: ELD Skillsoft Admin Resources
ES: ELD - Contact

Source URL:https://www.cu.edu/employee-services/career-advancement-learning/learning/skillsoft/skillsoft-help

Links
[1] https://www.cu.edu/employee-services/career-advancement-learning/learning/skillsoft/skillsoft-help
[2] https://my.cu.edu [3] https://buffportal.colorado.edu/
[4] https://documentation.skillsoft.com/en_us/percipio/Content/B_Learner/lrnr_certifications.htm
[5] mailto:system.training@cu.edu [6] https://www.cu.edu/docs/jaid-pop-up-blockers-cache