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Skillsoft Percipio Administrators [1]

Administrator access lets you manage ILTs and run reports.

Skillsoft Percipio admin access is given based on job duties and managed by Employee Learning and Development (ELD). There are two main administrative roles in Percipio: instructor-led training (ILT) and reporting administrators. ILT administrators support in-person training through tasks including scheduling in-person training, setting up self-enrollment, managing session rosters, and tracking training completions. Reporting administrators can run reports on learning activity and compliance.

ELD also runs a monthly Community of Practice for Skillsoft Percipio admins. It meets the third Thursday of the month from 11 am-12pm via Zoom. To learn more about it or to attend, email system.training@cu.edu [2].

Updating your Percipio deep link courses? Refer to our full deep link inventory for all custom course URLs [3].

Administrator tasks

- Update ILT course information
- Create ILT course sessions
- Manage and completing ILT sessions
- View and generate reports

Audiences

- ILT Administrators
- Report Administrators

Access

Students

1. **Log on to your student portal (https://my.cu.edu [4]).**
2. **Click Training, in the upper-right navigation.**

3. **Click Skillsoft.**

CU Boulder

1. **Log on to your Buff portal (https://buffportal.colorado.edu/ [5]).**
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 [6]).**
2. **Open the CU Resources dropdown menu.**
3. **Select Training.**
4. **Click the Percipio tile.**

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

Source URL:https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft-percipio/skillsoft

Links
[1] https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft-percipio/skillsoft [2] mailto:system.training@cu.edu [3] https://www.cu.edu/doc/percipiodeeplinkspdf [4] https://www.cu.edu/employee-services/professional-growth-training/training-services/skillsoft
[5] https://buffportal.colorado.edu/ [6] https://my.cu.edu