

## **CU Careers Access and Training** <sup>[1]</sup>

Harness our recruiting and hiring tool

If you recruit and hire in CU Careers, you'll need to take the following courses:

1. [CU: HCM Fiscal Code of Ethics](#) <sup>[3]</sup>
2. [CU: HCM Fundamentals](#) <sup>[4]</sup>
3. [CU: HCM Updating Data](#) <sup>[5]</sup>
4. [CU: Recruiting with CU Careers](#) <sup>[6]</sup>

Because your CU Careers access corresponds to your HCM role, please complete the HCM courses and access request first. Then, take **Recruiting with CU Careers** to learn about recruiting and hiring processes.

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### Other CU Careers access

#### Access job openings

To access University of Colorado job openings, please visit [www.cu.edu/cu-careers](http://www.cu.edu/cu-careers) <sup>[7]</sup> and click **Search for Career Opportunities** in the top left menu bar.

#### Access/post job opportunities through the CU Careers internal site

1. Log in to the employee portal at [my.cu.edu](http://my.cu.edu) <sup>[8]</sup>.
2. Select the **Business Tools** menu item at the top of the screen.
3. Select the appropriate option from the drop-down list.

For more information, please email [HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu) <sup>[9]</sup> or call [303-860-4200](tel:303-860-4200) <sup>[10]</sup>, option 2.

#### Groups audience:

HCM Community

#### Right Sidebar:

HCM: Submit a Ticket

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**Source URL:** <https://www.cu.edu/hcm-community/cu-careers-access-and-training>

#### Links

### How to access SkillSoft

1. Log on to [your campus portal](#). <sup>[2]</sup>
2. Open the CU Resources dropdown menu
3. Select **Training**.
4. Click the **Skillsoft** tile.  
(SkillSoft will open in a separate window.)
5. Select **Library** from the top of the screen.
6. Select your campus folder.
7. Select the **HCM** from **Categories**.
8. Select the course and click **LAUNCH**.

[1] <https://www.cu.edu/hcm-community/cu-careers-access-and-training>

[2] <http://my.cu.edu>

[3]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[4]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[5]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[6]

<https://universityofcolorado.skillport.com/skillportfe/custom/login/saml/login.action?courseaction=launch&assetid=>

[7] <https://www.cu.edu/cu-careers>

[8] <https://my.cu.edu>

[9] [mailto:HCM\\_Community@cu.edu](mailto:HCM_Community@cu.edu)

[10] <tel:+13038604200>