CU Careers Access and Training [1]
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** [3]
2. **CU: HCM Fundamentals** [4]
3. **CU: HCM Updating Data** [5]
4. **CU: Recruiting with CU Careers** [6]

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.

Other CU Careers access

**Access job openings**

To access University of Colorado job openings, please visit [www.cu.edu/cu-careers](https://www.cu.edu/cu-careers) [7] 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) [8].
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) [9] or call **303-860-4200** [10], option 2.

**Groups audience:**
HCM Community

**Right Sidebar:**
HCM: Submit a Ticket

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

**Links**
[8] https://my.cu.edu
[9] mailto:HCM_Community@cu.edu

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**How to access SkillSoft**

1. Log on to your campus portal. [2]
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**.