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## **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](#) [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.

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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) [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](tel:303-860-4200) [10], option 2.

### Groups audience:

HCM Community

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

### Links

[1] <https://www.cu.edu/hcm-community/cu-careers-access-and-training> [2] <http://my.cu.edu>  
[3] [https://share.percipio.com/cd/VR\\_a7qRJlj](https://share.percipio.com/cd/VR_a7qRJlj) [4] [https://share.percipio.com/cd/Sn2l\\_2wDX](https://share.percipio.com/cd/Sn2l_2wDX)  
[5] [https://share.percipio.com/cd/gQYdil\\_Cn](https://share.percipio.com/cd/gQYdil_Cn) [6] <https://share.percipio.com/cd/aIBrINdi2>  
[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>

## 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 **Percipio** tile. (SkillSoft Percipio will open in a separate window.)
5. Select **Library** from the left-hand menu.
6. Select your campus.
7. Select the **HCM** from **Categories**.
8. Select the course and click **LAUNCH**.