

Course Completions ^[1]

Make sure your staff is up to date on training.

Learn how to update your team's training records.

Step-by-Step: [Uploading Course Completion Data](#) ^[2]

Step-by-Step: [Updating Course Completions](#) ^[3]

Groups audience:

HCM Community

Right Sidebar:

HCM: Resources Key

HCM: Feedback

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Source URL: <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/course-completions>

Links

[1] <https://www.cu.edu/hcm-community/employee-transactions/non-pay-transactions/course-completions>

[2] <https://www.cu.edu/docs/sbs-uploading-course-completion-data>

[3] <https://www.cu.edu/docs/sbs-updating-course-completions>