

To access the *Advance Web Overview, Navigation and Reports* online course:

1. Log on to the university portal (<https://my.cu.edu>).
2. From the Resources page (or for System staff, the navigation menu), click **Training**.
3. Click **Start SkillSoft**.
4. Click **CATALOG**.
5. Expand the **University of Colorado – Courses** folder.
6. Expand your campus folder.
7. Expand the **Advancement** folder.
8. Hover (hold your mouse pointer) over the course title and click **[Launch]**.

