



SkillSoft User Guide

Log into your CU campus portal page:

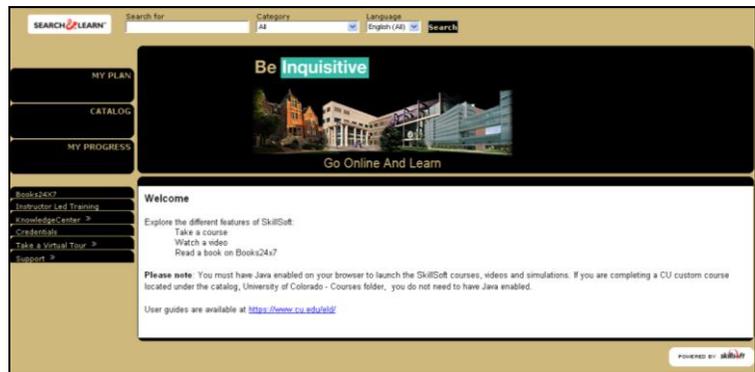
- Click the **CU Resources** tab/page.
- Click **TRAINING** under **NAVIGATION** menu at the left of page to access the drop down menu.
- Click the **Start SkillSoft** link



SkillSoft Welcome & Navigation Page:

The **Welcome** page will display. To the left, find navigation buttons for **My Plan**, **Catalog** and **My Progress**.

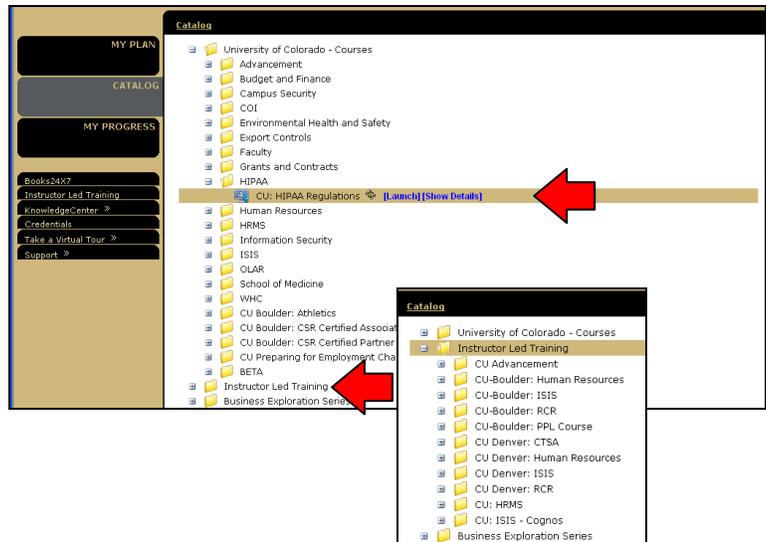
- **My Plan** contains the courses and learning assets that you and/or your manager have assigned to you for completion.
- **Catalog:** Browse the SkillSoft catalog to see what topics and resources are available. The catalog is organized by subject matter.
- **My Progress:** Use this navigation button to access information about all courses you have started or completed in SkillSoft.



Catalog Access for University of Colorado Courses and Instructor Led Training:

The **Catalog** offers a folder structure, and allows direct access to **[Launch]** courses and/or view their descriptions under **[Show Details]**.

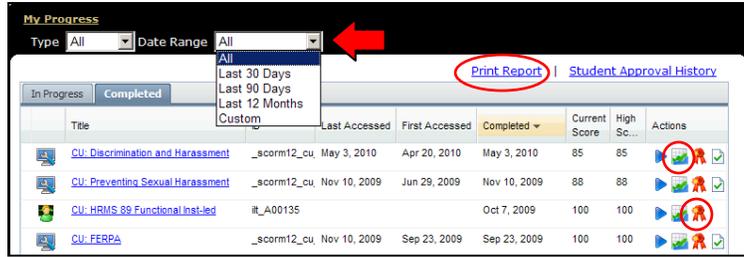
- To access all CU Custom Courses: click **University of Colorado – Courses**, then click the folder topic you want (ex. Budget and Finance, Environmental Health and Safety, HIPAA, ISIS, etc).
- To access CU Instructor Led Training courses, Click on the **Instructor Led Training** folder, and access the campus folder and topic you want. (See **ILT User Guide** for more detailed information).
- Directly access a course title to begin the course by clicking the **[Launch]** link. A separate window launches with the course modules and quiz.



My Progress - Check your progress and print a Certificate of Completion:

My Progress displays all learning activity by using the drop-down for **Date Range** and choosing **"All"**.

- **In Progress** tab – displays all courses begun but not completed.
- **Completed** tab – displays all completed courses and current scores.
-  Click icon to print a detailed report or the **Print Report** link at the top right.
-  Click icon to print a **Certificate of Completion**.

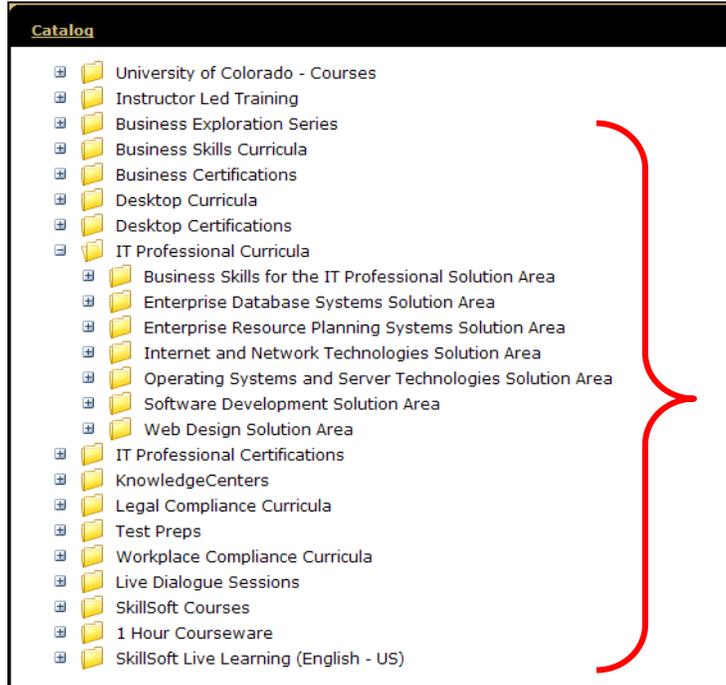


Please note: You must have Java enabled on your browser to launch the SkillSoft courses, videos and simulations. If you are completing a CU custom course located under the catalog, University of Colorado - Courses folder, you do not need to have Java enabled.

Explore SkillSoft Curriculum for your Professional Development:

All University of Colorado employees have free direct access to the full catalogue of over **8,000** SkillSoft courses, job aids, certifications, and test preparations.

- Use SkillSoft curricula to create your annual professional development plan with your supervisor.
- Explore new professional topics of interest to grow your knowledge and career at CU.
- Explore professional certification courses and test preparations available in SkillSoft.
- Explore IT professional curricula and certifications available from Microsoft, Linux, IBM, ISEB, Oracle, etc.



SkillSoft Resources:

- Employee Learning and Development (ELD) Website at: <https://www.cu.edu/eld/resources>
- Contact Employee Learning and Development at: system.training@cu.edu
- Run a browser compatibility check at: <http://browser.skillport.com/bh/default.asp>
- Campus IT Helpdesks: <https://www.cusys.edu/eld-catalog/docs/skillsoft/ITHelpdeskContacts.pdf>
- SkillSoft Help Desk information:
 - SkillSoft Customer Support – 1-866-754-5435
 - SkillSoft Online Customer Support Live Help - <http://support.skillsoft.com/livehelp/>