

Launching Online Courses and Enrolling in Instructor Led Training

Navigation Shortcut: University portal (<https://My.CU.edu>) > Resources tab > Training > Start SkillSoft

To launch a custom online course:

1. Click **Catalog**.
2. Expand the **University of Colorado - Courses** folder.
3. Expand the folder for your campus.
4. Continue to expand folders until you locate the course title.
5. Hold your mouse pointer (hover) over the course title.
6. To view a description of the course, click **[Show Details]**.
To take the course click **[Launch]**.

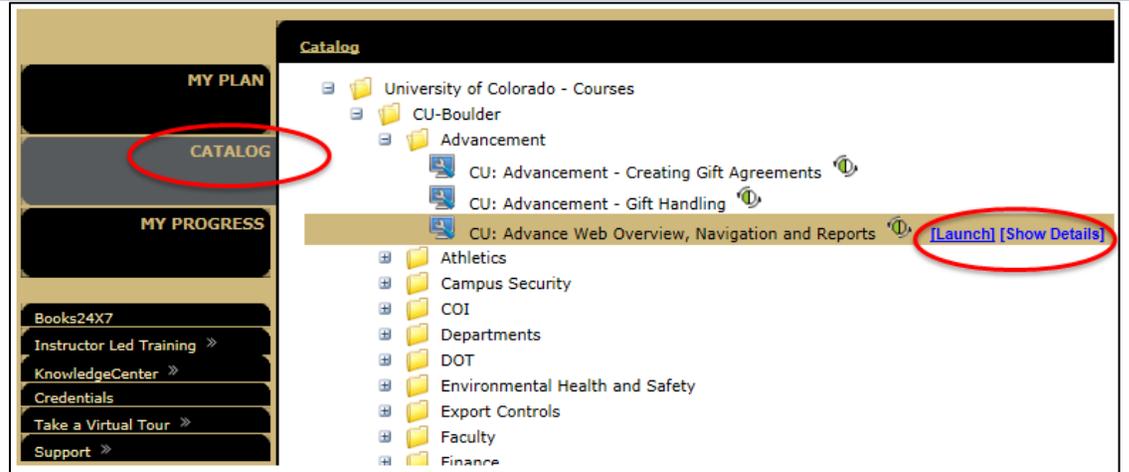


Figure 1. Launching a custom online course

To enroll in an Instructor Led Training session:

1. Click **Catalog**.
2. Expand the **CU Instructor Led Training** folder.
3. Expand the folder where your course is located.
4. Hold your mouse pointer (hover) over the course title.
5. Click **[Show Details]**.
6. Expand **Sessions(n)**. If $n=0$, there are no sessions scheduled. You can expand a session for additional details.
7. Hover over a session and click **[Enroll]**.

To withdraw your enrollment, which notifies waitlisted individuals to enroll, repeat these steps and click **[Withdraw]** when you reach step 7.

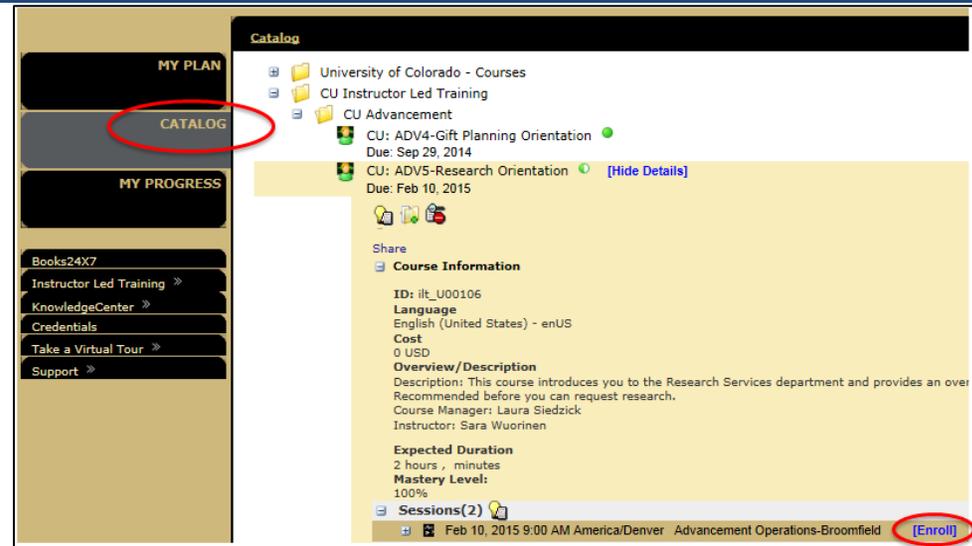


Figure 2. Enrolling in an Instructor Led Training session