INSTRUCTOR-LED TRAINING ACCESS GUIDE

Please obtain supervisor approval prior to registering for training.

MY.CU.EDU

Step 1 – Log into your UCD Portal*

Step 2 – Launch Skillsoft

Step 3 – Click into CU Denver | Anschutz

* Skillsoft does not have the functionality to enroll on your mobile.
Step 4 – On the left menu panel, click on “Instructor Led Training (ILT)”. Please note, do not click on the library button even through it is automatically highlighted.

Step 5 – On the left menu panel, click on “CU Denver | Human Resources”. All of our ILT courses will be available to view on the right.

Step 6 – Click “Details” to launch the course page.
Step 7 – Click “Details” next to each session to see capacity and how many current enrollments there are.

Step 8 – Under the Actions column you should have the option to “Enroll” or “Waitlist” for the session you want to attend.
Please note: If the session status is “Confirmed”, that does not mean you are confirmed in the course. That just means the session is confirmed in the system.

If you see “Withdraw” under the action, that means you are already enrolled or on the waitlist. Please check your email from skillsoft to determine your status.

If the “Enroll” or “Waitlist” or “Withdraw” option isn’t available it could mean the date has passed for self-enrollment. Self-enrollment typically closes 3 - 14 days prior to the session.

After the self-enrollment date closes, you can no longer see if you are enrolled in a session. If you are enrolled, you should have received an email from our office.
I am unable to attend a session I am enrolled in. What should I do?

Approximate Communication Schedule

Skillsoft will email you when you enroll, waitlist, or withdraw

Skillsoft will email you when we confirm the session

We will email you 3 – 4 weeks prior to the session to confirm enrollment

We will email you a few days prior to the session with specific details

We will email you after the session with a survey, course materials, post-session work directions

Accessing Skillsoft Course from a Provided Link

When you click a link to one of our courses, you will be directed to a Skillsoft log in screen. To access our CU Denver | Anschutz Medical Campus courses, select Denver IDP.