INSTRUCTOR-LED TRAINING ACCESS GUIDE

Please obtain supervisor approval prior to registering for training.

What is in this Access Guide

When and what are our trainings?.................................pg 2
Instructions for using provided links..........................pg 3
Accessing our Skillsoft Library.................................pg 3 – 4
Help with enrolling in Skillsoft................................pg 5 – 6
How to withdraw from a session............................... pg 7
Communications Schedule....................................pg 7
Our training schedule runs from January to December. We attempt to launch our schedule for an entire year the November prior to the start of the year. We will email our training list when the calendar is ready for launch. At that time, enrollments will be open all of sessions. Occasionally, if we add trainings based on demand, we will email again. Links are provided in the emails and we publish resources on our Instructor-Led Training webpage (ILT).

In addition to our launch email, you can see when and what trainings we are:

1. View the master calendar on our L&D main page by viewing each month.
2. Reference our YYYY Training Calendar on our ILT webpage under Resources for the schedule. View the Course Catalog for course descriptions.
3. View our course descriptions and registrations on our ILT webpage and view dates for individual courses with the provided hyperlinks.
4. Use our ILT library in Skillsoft and look up dates with individual course (covered on pages 3-4 of this guide)
Instructions for using provided links:

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.

Accessing our Skillsoft Library:

**MY.CU.EDU**

**Step 1** – Log into your UCD Portal*

**Step 2** – Launch Skillsoft

**Step 3** – Click into CU Denver | Anschutz Medical Campus

* 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.
Help with enrolling in Skillsoft:

**Step 1** – Click “Details” next to each session to see capacity and how many current enrollments there are.

**Step 2** – Under the Actions column you should have the option to “Enroll” or “Waitlist” for the session you want to attend.
Step 3 – Add to your Learning Plan for easy enrollment management at a later date.

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?

In Skillsoft, does the session still have an “actions” available?

No

Email HR.Trainingregistration@ucdenver.edu so we can update your enrollment

Yes

Please self-withdraw from the session

- Look for the session in your Skillsoft learning plan
- Or use this guide to find the course
- Once you find the course, click “Withdraw” under the Actions column

Approximate Communication Schedule

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

Skillsoft will email you when we confirm the session

If there is a cost associated with the course, we will email you 3 – 4 weeks prior to the session to confirm enrollment

All courses, 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

For more Frequently Asked Questions, please view our ILT webpage FAQs.