

How to Find Training in Skillsoft

Online Training

Find the trainings needed for the role you are requesting below, and follow these steps to access the online SkillSoft Training Courses.

Log into the Portal by entering your Username and Password (<https://portal.prod.cu.edu/UCDAccessFedAuthLogin.html>)

- Open **SkillSoft**
- Click **CU Denver | Anschutz** (middle of the page)
- Choose the appropriate Category on left side of page.
- Category: Information Security and Technology
 - ✓ **CU: Information Security and Privacy Awareness (U00063)**
 - ✓ Click Launch
 - ✓ Read the content and complete the quiz
- Category: Procurement
 - ✓ **CU: Procurement, Purchasing and Contract Management (A00109)**
 - ✓ **CU: CU Marketplace – Shopper (U00080)**
 - ✓ **CU: CU Marketplace – Requestor (U00084)**
 - ✓ **CU: CU Marketplace – Approver (U00081)**
 - ✓ **CU: CU Marketplace – Receiver (U00090)**
 - ✓ **CU: CU Marketplace – Invoice/Match Exception Approver (U00091)**
 - ✓ Click Launch for each course
 - ✓ Read the content and complete the quiz
- Category: Finance
 - ✓ **CU: Fiscal Code of Ethics (F00001) or CU: Fiscal Code of Ethics – Officers (F00002)**
 - ✓ **CU: PeopleSoft Finance System: Inquiry (A00105)**
 - ✓ **CU: PeopleSoft Finance System: Journal Entries (A00106)**
 - ✓ Click Launch for each course
 - ✓ Read the content and complete the quiz

Please wait one day after completing the training(s) before requesting access in the CU Identity Manager so the system may update to reflect course completion. If access is requested immediately following course completion the system will automatically reject the request.

In-Person Training

The Journal Entry role requires the completion of two **Instructor Led In-Person training courses**. To register, please log into the portal by entering your Username and Password. The instructor led training courses are offered once per month (excluding July).

- Open **SkillSoft**
- Click **CU Denver | Anschutz**
- Click **Instructor Led Training (ILT)** – located in the left menu bar
- Click **CU Denver: Finance**
- Click **Details** for the following course
 - ✓ **CU: Financial Inquiry – In Person Course (A00101)**
- Click **Enroll** for the session you'd like to attend and follow instructions.
- Repeat for the next in person course.
 - ✓ **CU: Financial General Ledger – In Person Course (A00102)**