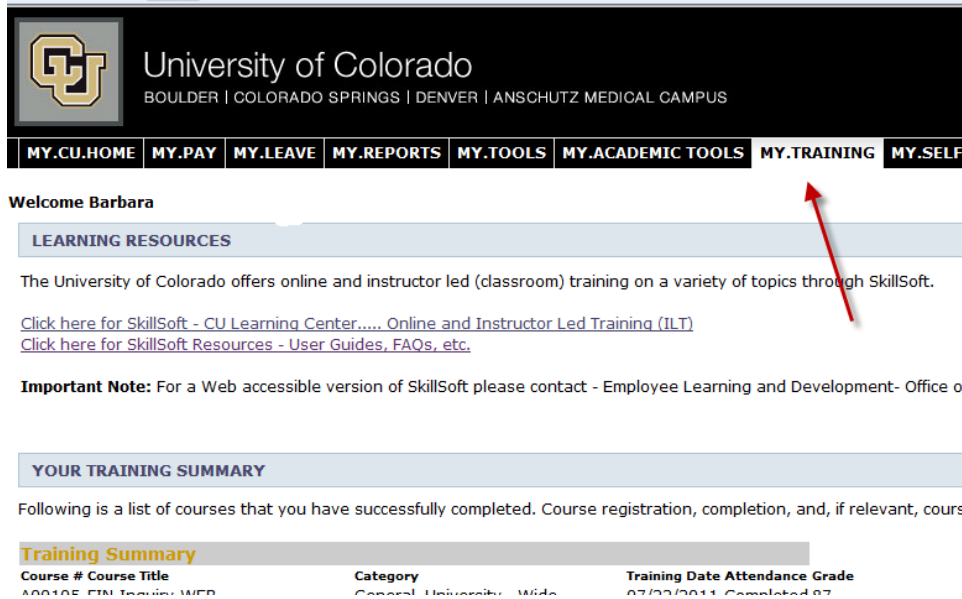


# ISIS – Training

How do I access the above mentioned training?

Please call the Help Desk Line, 303-492-9999, if you have questions on any of the information below:

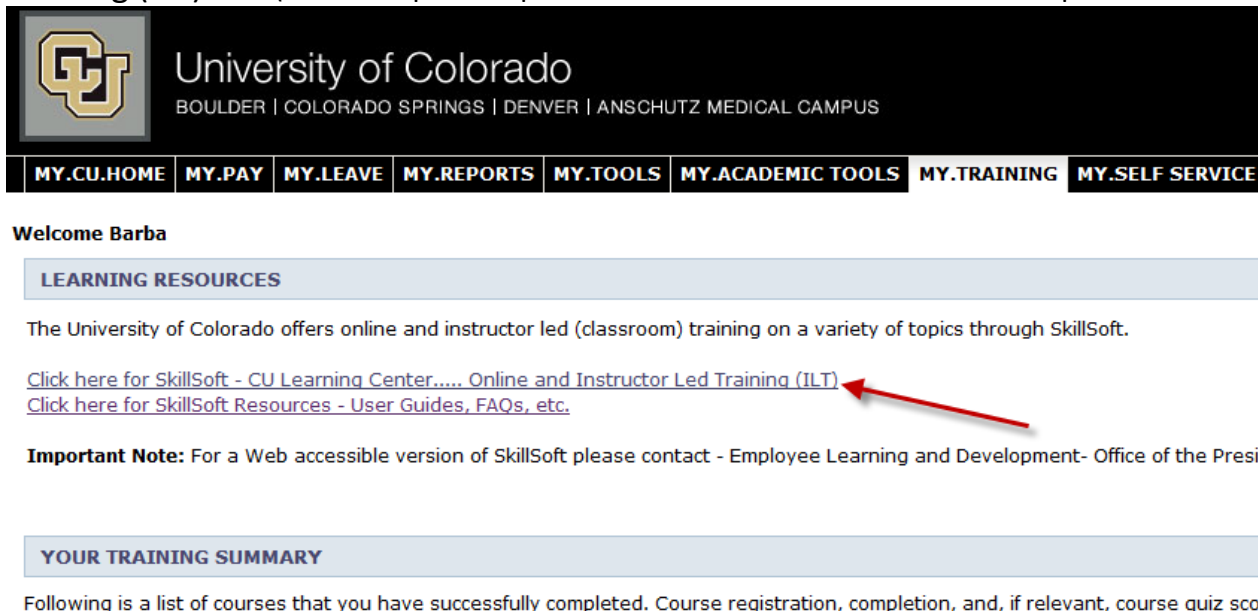
1. Log into the My.CU.edu portal (<http://my.cu.edu>)
2. Use your identikey and password to access the portal.
3. Click the “MY.TRAINING” tab.



The screenshot shows the My.CU.edu portal interface. At the top, there is a navigation bar with the University of Colorado logo and the text "University of Colorado BOULDER | COLORADO SPRINGS | DENVER | ANSCHUTZ MEDICAL CAMPUS". Below this is a menu with tabs: MY.CU.HOME, MY.PAY, MY.LEAVE, MY.REPORTS, MY.TOOLS, MY.ACADEMIC TOOLS, MY.TRAINING, and MY.SELF. The MY.TRAINING tab is highlighted with a red arrow. Below the navigation bar, there is a "Welcome Barbara" message. Underneath, there is a "LEARNING RESOURCES" section with the text: "The University of Colorado offers online and instructor led (classroom) training on a variety of topics through SkillSoft." Below this text are two links: "Click here for SkillSoft - CU Learning Center.... Online and Instructor Led Training (ILT)" and "Click here for SkillSoft Resources - User Guides, FAQs, etc.". Below the links is an "Important Note" section. At the bottom of the screenshot, there is a "YOUR TRAINING SUMMARY" section with the text: "Following is a list of courses that you have successfully completed. Course registration, completion, and, if relevant, course". Below this text is a table with the following data:

Course #	Course Title	Category	Training Date	Attendance	Grade
ADD105	FIN Training: MFB	General University Wide	07/23/2011	Completed	87

4. Click the Click here for SkillSoft – CU Learning Center....Online and Instructor Led Training (ILT) link (This will open a separate window for SkillSoft. Note: this step can take a while.)



The screenshot shows the My.CU.edu portal interface, similar to the previous one. The navigation bar is the same. Below the navigation bar, there is a "Welcome Barba" message. Underneath, there is a "LEARNING RESOURCES" section with the text: "The University of Colorado offers online and instructor led (classroom) training on a variety of topics through SkillSoft." Below this text are two links: "Click here for SkillSoft - CU Learning Center.... Online and Instructor Led Training (ILT)" and "Click here for SkillSoft Resources - User Guides, FAQs, etc.". The first link is highlighted with a red arrow. Below the links is an "Important Note" section. At the bottom of the screenshot, there is a "YOUR TRAINING SUMMARY" section with the text: "Following is a list of courses that you have successfully completed. Course registration, completion, and, if relevant, course quiz sco".

5. Once inside SkillSoft, click the Catalog link

Welcome Barbara, logged in Aug 22, 2011 10:44 AM Help Home | Bo

**EMPLOYEE LEARNING AND DEVELOPMENT**

SEARCH & LEARN™ Search for  Category  Language

**MY PLAN**

**CATALOG**

**MY PROGRESS**

Books24X7  
 Instructor Led Training  
 KnowledgeCenter »  
 Credentials  
 Take a Virtual Tour »  
 Support »

**University of Colorado**  
 Boulder • Colorado Springs • Denver • Anschutz Medical Campus

**Creating a Learning Advantage for all University of Colorado Employees**

Welcome to the CU Learning Center, your 24x7 portal to learning resources and on-the-job support tools that provide the opportunity to enhance your skills. Explore the different features of SkillSoft to customize your learning. User guides are available at <https://www.cu.edu/eld/>.

- **My Plan:** Create a customized learning plan to address specific development goals and keep track of learning assets (courses, skill briefs, books). Organize your learning assets according to your preference: by due date, type of asset, or in custom folders.
- **Catalog:** CU Courses are located in this catalog. Browse the catalog to see what resources are available to you. Add learning assets from the catalog to your learning plan or launch them directly from the catalog.

6. Click University of Colorado – Courses

**EMPLOYEE LEARNING AND DEVELOPMENT**

SEARCH & LEARN™ Search for  Category

**MY PLAN**

**CATALOG**

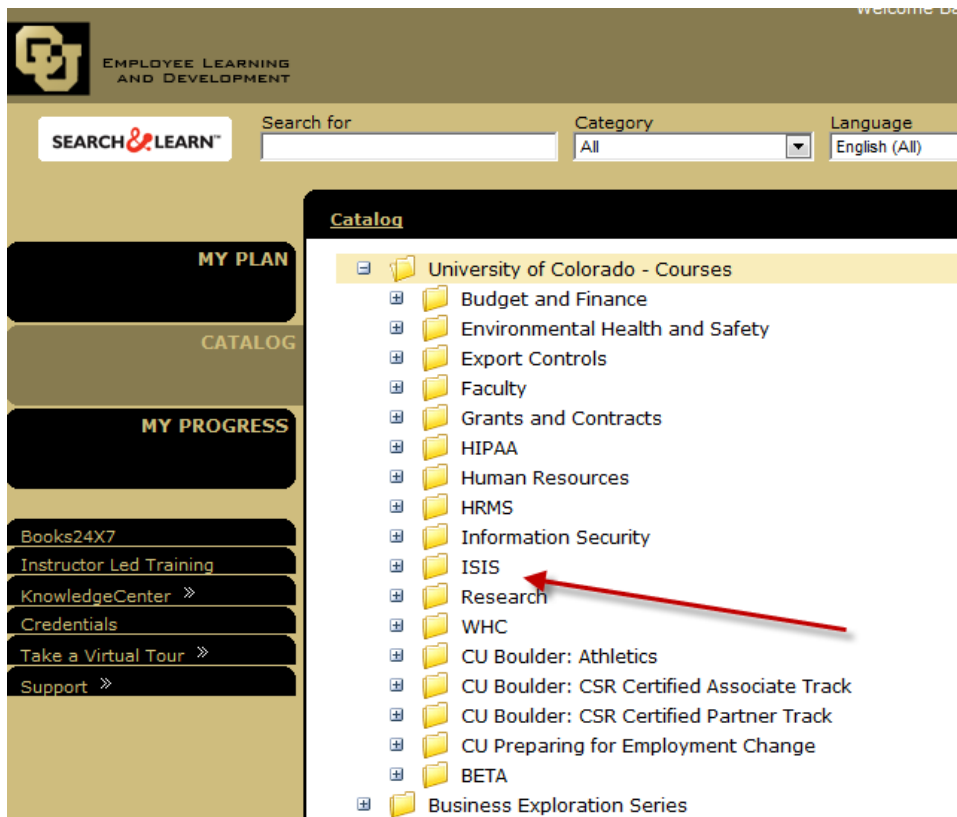
**MY PROGRESS**

Books24X7  
 Instructor Led Training  
 KnowledgeCenter »  
 Credentials  
 Take a Virtual Tour »  
 Support »

**Catalog**

- University of Colorado - Courses
- Business Exploration Series
- Business Skills Curricula
- Business Certifications
- Desktop Curricula
- Desktop Certifications
- IT Professional Curricula
- IT Professional Certifications
- KnowledgeCenters
- Legal Compliance Curricula
- TestPrep View
- Workplace Compliance Curricula
- Instructor Led Training
- Live Dialogue Sessions
- SkillSoft Courses
- 1 Hour Courseware

7. Click the ISIS folder



8. Click the course title and then click [Launch]

