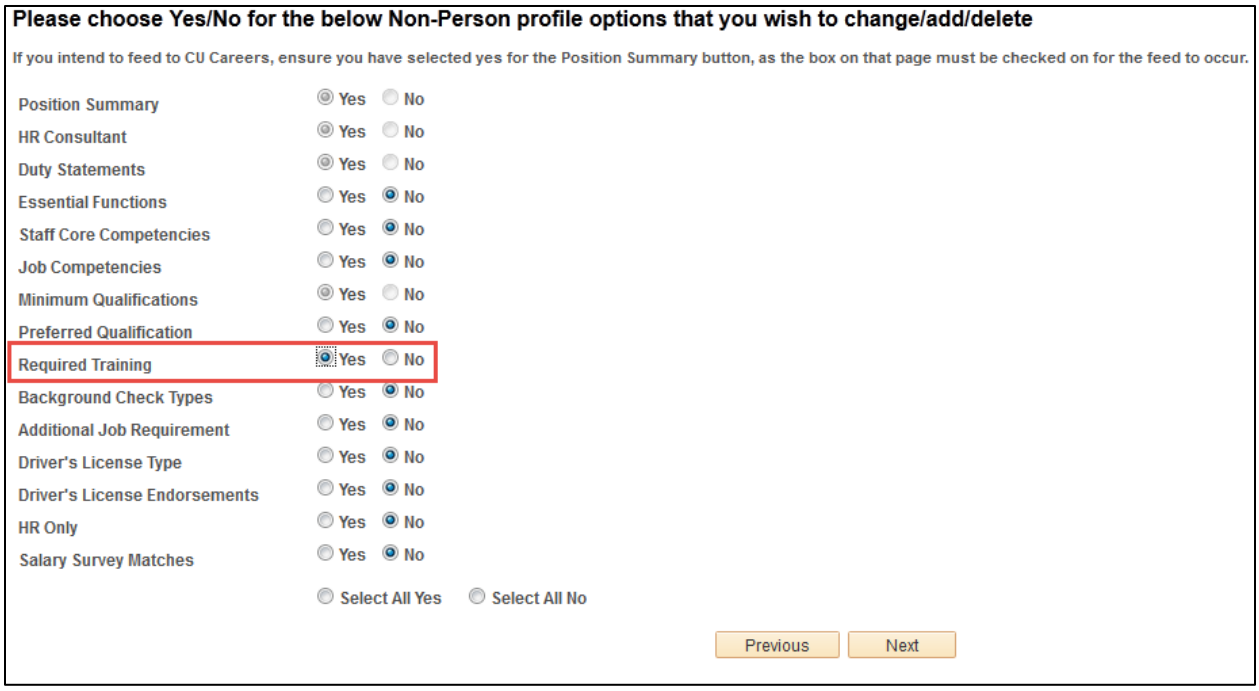
University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus
EMPLOYEE SERVICES

Human Capital Management: Step-by-Step Guide

Adding Required Training to a Non-Person Profile (NPP)

When creating or updating a position, you can assign required training through the non-person profile (NPP). This document describes techniques for finding the training you want to assign. Refer to *Creating or Updating a Non-Person Profile (NPP) Step-by-Step Guide* for more information about NPPs.

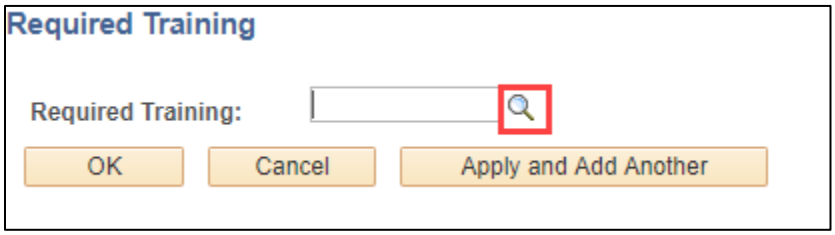
1. As you progress through an ePAR Non-Person Profile (NPP), you will come to the step, ePAR NPP – Questionnaire, where you can choose the NPP options you want to add or change. Make sure the **Yes** button for the **Required Training** option is selected.



2. When you reach the **ePAR NPP - Required Training** step, you can remove and add required training.

- Click the **Delete row** trashcan to remove training you do not want required for the position.
- Click **Add New Required Training** to search for and select training courses that are required for the position.

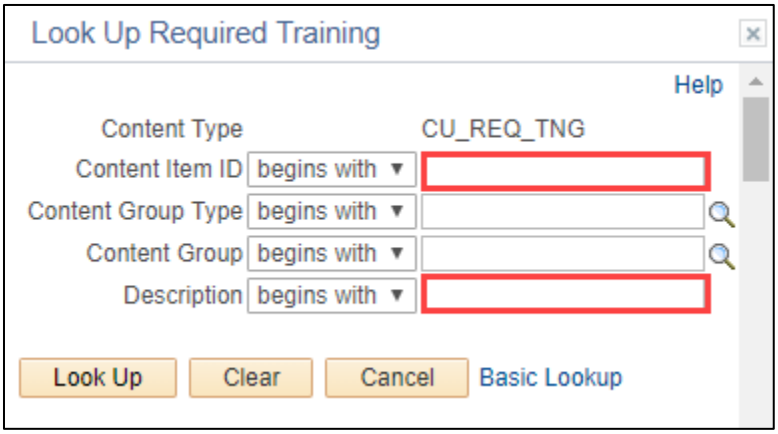
When you click Add New Required Training, the Required Training pop up appears:



3. Click the **Look Up** to display a list of courses from which to select.

   The Look Up Required Training window appears. When this window first appears, it lists all courses numerically by Content Item ID, which is the HCM course code. In addition, this list displays only the first 300 results. Because there are more than 300 courses available, you can use filters to limit the results.

   - To limit by course code, you can enter the first letter or characters of the course code in the **Content Item ID** box.
   - To limit by course titles, you can enter a term or characters from the course's title in the **Description** box.



Deciphering Course Codes

The letter that course code begins with indicates the type of course; for example, whether the course is an instructor-led course (ILT) or it is an online web-based course. The second character in the course code is a numeral indicating whether the course is specific to a campus or is for all campuses. The table below shows the definitions of these first course code characters.

Course Category Codes	Subcategory Codes
A=ILT courses U=Custom web-based courses X=Skillsoft third-party online content Z=CITI courses	0=All campuses 1=CU-Boulder 2=CU Anschutz 3=CU Denver 4=UCCS 5=System 6=CU Anschutz/CU Denver combined

For example, courses beginning with U0 are web-based courses for all campuses.

Note: Not all courses comply with these conventions.

Common Required Course Codes

The following table lists some commonly required courses and their codes. Course requirements vary by campus. If you are unsure of what courses to require, contact your campus HR for assistance.

HCM Database Title of Course	CU Boulder and System	CU Denver	CU Anschutz	UCCS
Information Security-WEB (Required for all faculty and staff)	U00063			
DiscrimMisconduct (Skillsoft title: Discrimination and Sexual Misconduct. Required every three years, campus-specific courses)	S10007	U00067		U00135
HIPAA Regulations (Campus-specific courses)	A00020			U40060
FERPA-WEB (Family Educational Rights and Privacy Act; Required for employee access to CU-SIS)	U00049			
FERPA for Faculty-WEB (Family Educational Rights and Privacy Act; Required for faculty)	U00156			
Fiscal Code of Ethics-WEB	F00001			
Fiscal Code of Ethics – Off-WEB (Officers training)	F00002			

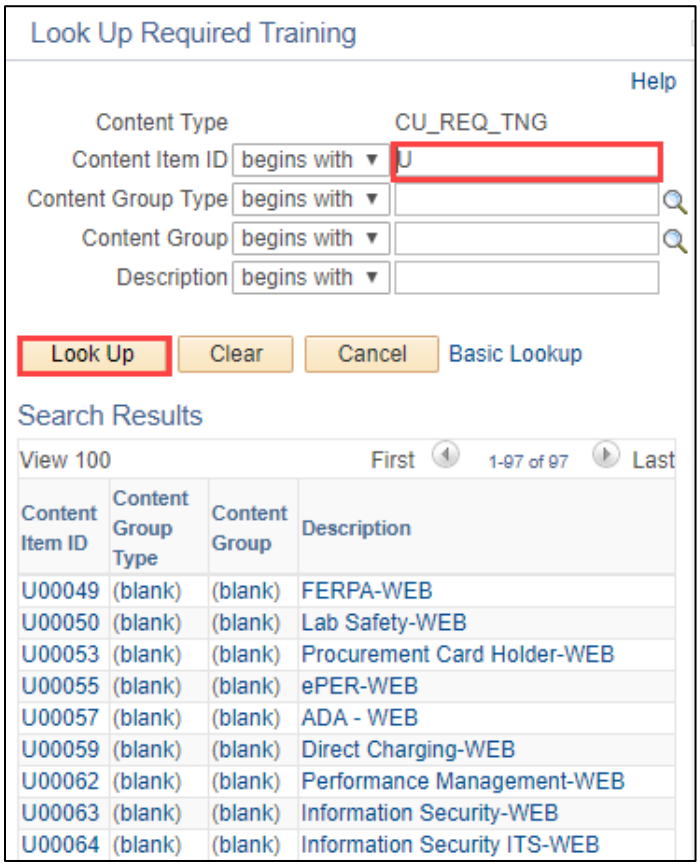
UCCS Required Course Codes

The following table lists required courses for UCCS faculty and staff.

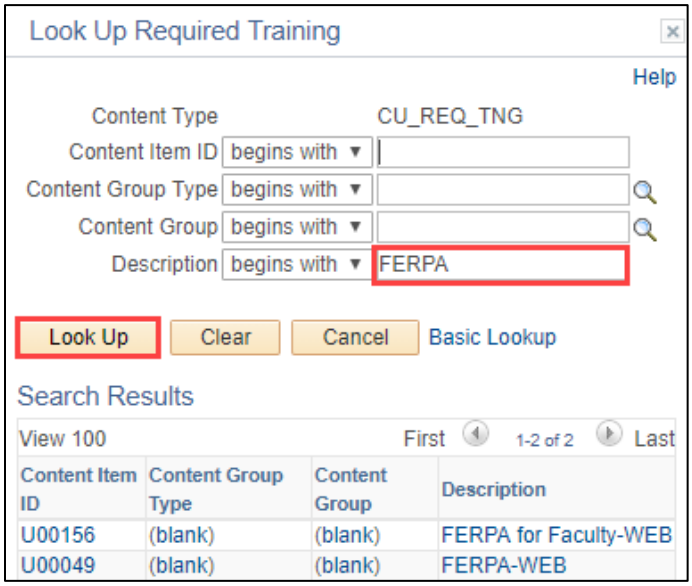
HCM Database Title of Course	Course Number
Information Security-WEB	U00063
DiscrimMisconduct-UCCS-WEB	U00135
Fiscal Code of Ethics-WEB	F00001
UCCS: Conflict of Interest	U40058
UCCS: Violence Prevention SaVE	U40059

Examples

For example, if you type **U** in the **Content Item ID** box and click **Look Up**, you will see the following result:



Or, if you type FERPA in the Description box and click Look Up, you would see the following result:



4. Click a course to select it. The system returns you to the Required Training pop up.
5. If you are assigning only one course, click **OK**, to add the selected course to the position and return to the transaction. If you are assigning more than one course, click **Apply and Add Another** to save your selection, and then click the Look Up again to select another course.
6. Complete the remaining steps of your transaction and submit it for approval as described in *Creating or Updating a Non-Person Profile (NPP) Step-by-Step Guide*.