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

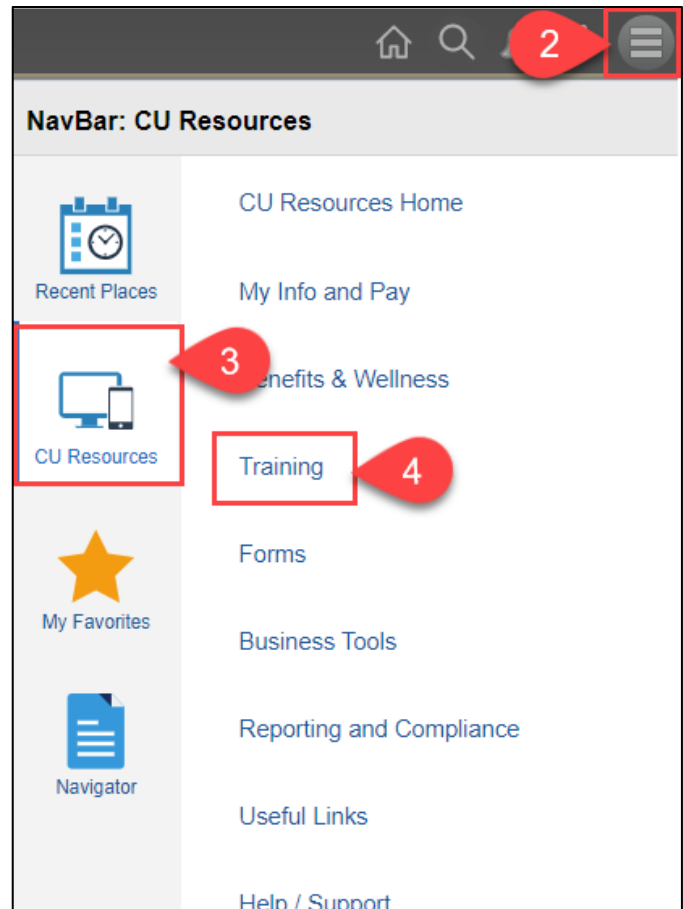# Human Capital Management: Step-by-Step Guide

Training Summary

A training summary is the record from HCM of an employee's completed training. HCM is the system of record for completed training, which is used to verify completion of courses required for access to certain systems. All employees can view their own training summary in the employee portal. Supervisors can also view a record of training completed by their direct reports.
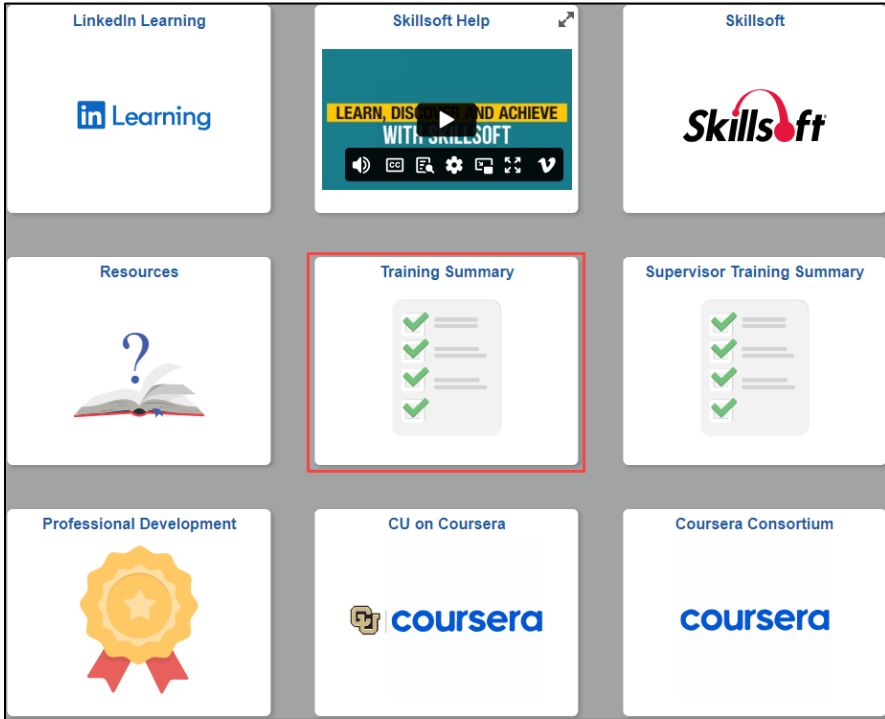
Viewing a Training Summary

To view a training summary

1. Log on to your campus portal (https://my.cu.edu).

2. Click the **NavBar** in the top right corner.

3. Select **CU Resources**.

4. Select **Training**.

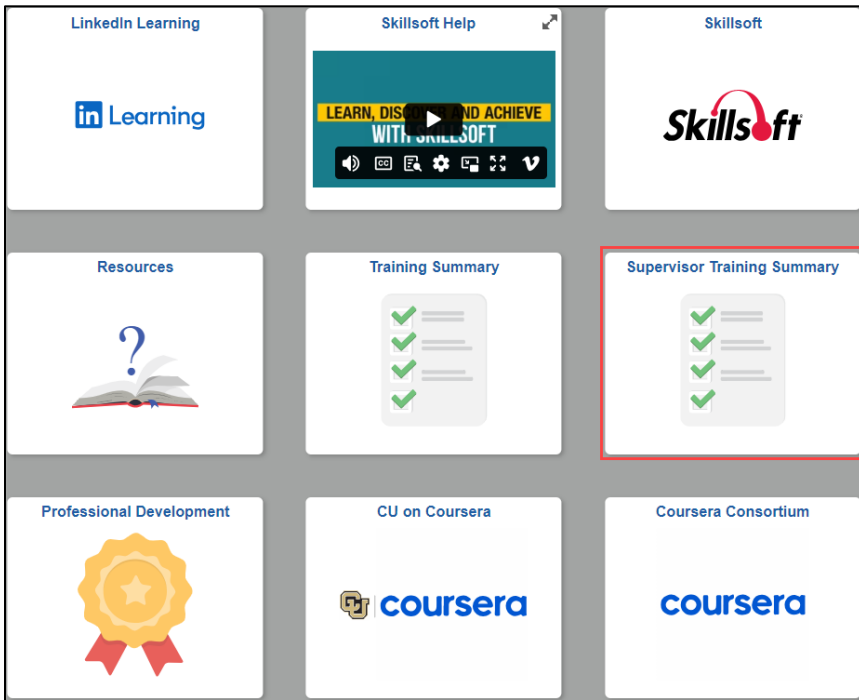To see your summary, select the **Training Summary** tile.

The summary displays the course name, completion date, status, and grade for courses marked as completed in Skillsoft, which includes online courses as well as instructor-lead courses maintained in Skillsoft. Not all courses from Skillsoft will show up in this report. All CU compliance courses will appear in the list.

Training Summary

Select the Internal Training Course Name to view Details.

Internal Training

Course Name	Completion Date	Status	Grade
COVID-19 Campus-AMC-WEB	03/24/2021	Completed	100
COVID-19 Campus-AMC-WEB	03/03/2021	Completed	100
COVID-19 Campus-AMC-WEB	03/02/2021	Completed	100
AdvMobileSecurity-WEB	02/01/2021	Completed	100
Active Shooter Awareness-WEB	03/03/2020	Completed	100
HCM Fundamentals - WEB	02/28/2020	Completed	80
CU: Skillsoft Reports-WEB	12/11/2019	Completed	100

To see your direct reports' summary, select the **Supervisor Training Summary** tile. (If you do not have direct reports, you will not see this tile.)

A list of your direct reports appears from which you can select a summary to view. If your direct reports have employees reporting to them, you can click the plus button to expand the list and view additional summaries.

For more information about the other tiles on the Training page, visit our training services page.