

## **New HCM Updating Data course available in Skillsoft** <sup>[1]</sup>

February 9, 2018 by [Employee Services](#) <sup>[2]</sup>

A new Skillsoft course, **HCM Updating Data**, has replaced two previously offered courses, HCM Position Data and Non-Person Profile and HCM Managing People and Jobs.

This course presents conceptual information about HCM and how it is used to manage human resources data. It introduces employees to topics associated with managing employee data in HCM, such as personal data, persons of interest (POIs), and personnel actions associated with the life cycle of an employee. It takes around an hour to complete, and covers the following topics:

- Updating data
- Types of data HCM manages
- Examples of personnel actions recorded in HCM

### **Access the course**

1. Sign into the [employee portal](#) <sup>[3]</sup>.
2. Expand **Quick Links**.
3. Select Start **Skillsoft**.



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Employee ID:

My Info ▲



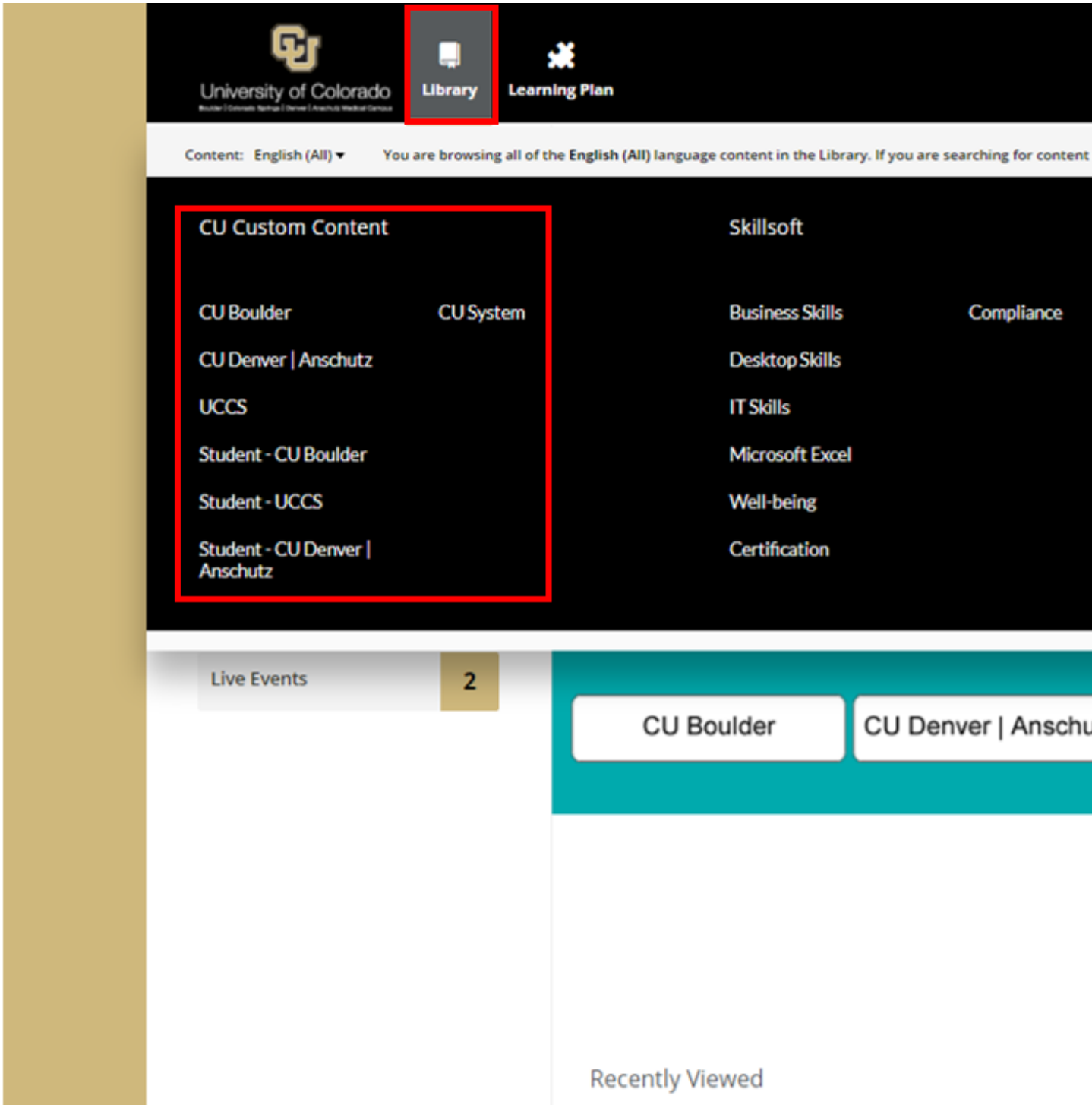
Last Confirmed Check

January 31, 2018

My Compensation ▲

[4]

4. In Skillsoft, select **Library** from the top of the screen.?



[5]

5. Select **HCM** from the left-hand **Categories** menu. Locate the **CU: HCM Updating Data** course and click **LAUNCH** to start the course.

The screenshot shows the University of Colorado Learning Plan interface. The top navigation bar includes the University of Colorado logo, 'Library', 'Learning Plan', a search bar, and language settings. The left sidebar lists various categories, with 'HCM' highlighted in a red box. The main content area displays a list of HCM courses, with 'CU: HCM Updating Data' highlighted in a red box. The course details for 'CU: HCM Updating Data' are: Custom - Course: 1 Hour.

[6]

SkillSoft [7], HCM Updating Data [8]

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New HCM Updating Data course available in Skillsoft

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**Links**

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