

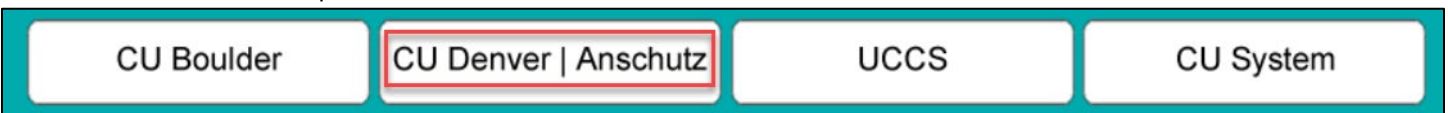
# How-To Register for a CTSA Class

1. Login to <https://my.cu.edu/>

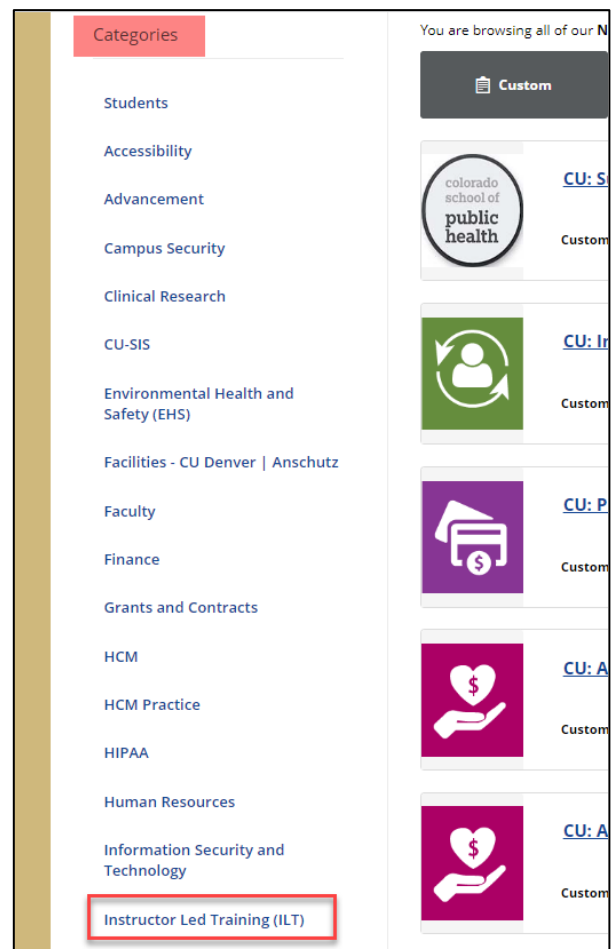
2. Open Skillsoft



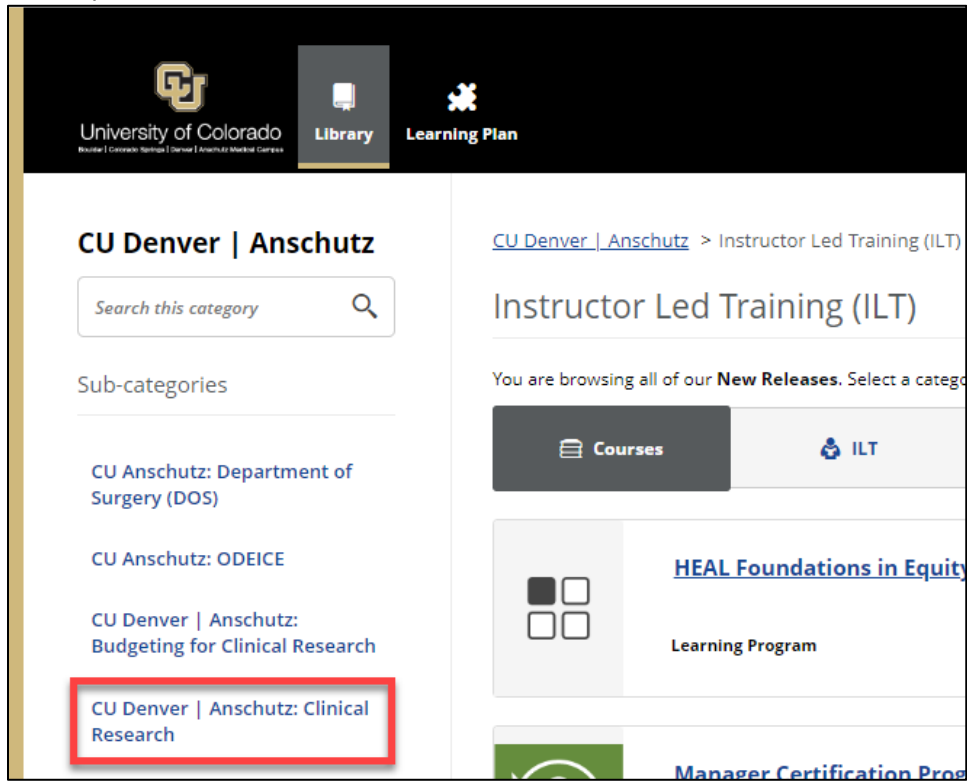
3. Click "CU DENVER | ANSCHUTZ"



4. On the left side of the page under "Categories," click on "Instructor Led Training (ILT)"



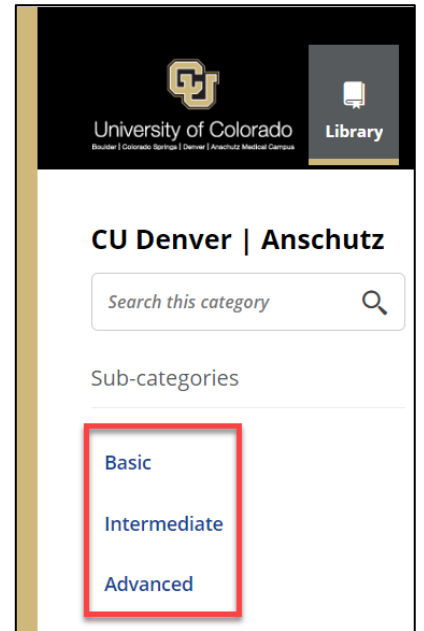
5. Click on “CU Denver | Anschutz: Clinical Research”



6. On the left side of the page, select from the following sub-categories:

- Basic
- Intermediate
- Advanced

Note: A list of of courses and their sub-categories can be found [here](#).



7. Find the class you want to take

8. Click “Details”



9. Select a session

10. Click "Enroll"

CTSA *Introduction of Business Subjects Registration* **SAVE**

Enrollment Status: Not Enrolled Status:

Duration: 1 Hours, 0 minutes

About **Sessions** Related Items

Available Sessions - 5

Start	End	City/State	Instructor	Session Status	Actions
Apr 11, 2023 2:00 PM MDT	Apr 11, 2023 3:00 PM MDT	Online	N/A	Confirmed	<b>Enroll</b> <a href="#">Details</a>
Jun 13, 2023 2:00 PM MDT	Jun 13, 2023 3:00 PM MDT	Online	N/A	Confirmed	<a href="#">Enroll</a> <a href="#">Details</a>

11. You will receive a system-generated email. The email will include: an attachment for adding the class to your Outlook calendar, a Zoom meeting link (if applicable), and a link to edit your enrollment.

Your Enrollment Status for Instructor Led Session CTSA *Introduction of Business Subjects Registration*

system.training@cu.edu  
To: Hoppe, Meghan

Your Enrollment Status for Instructor Led Session CTSA *Introduction of Business Subjects Registration*  
3 KB

Your enrollment status for course CTSA *Introduction of Business Subjects Registration* is Confirmed.

Course Title: CTSA *Introduction of Business Subjects Registration*  
Course ID: ilt\_420013  
Session ID: ilt\_420013-0128  
Phone:  
Alternate Phone:  
Passcode:  
URL: <https://ucdenver.zoom.us/meeting/register/>  
Schedule:  
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May 15, 2023 10:00 AM Mountain Daylight Time - May 15, 2023 11:00 AM Mountain Daylight Time

[Access this session via Zoom.](#)

You may also register in advance for this session using the link above. After registering, you will receive a confirmation email containing information about joining the meeting.

[Go to Enrollment](#)

Outlook calendar meeting invitation

Zoom link (if applicable)

Link to edit enrollment (e.g., un-enroll)