



Quick Start Guide

For Learners

October 2019

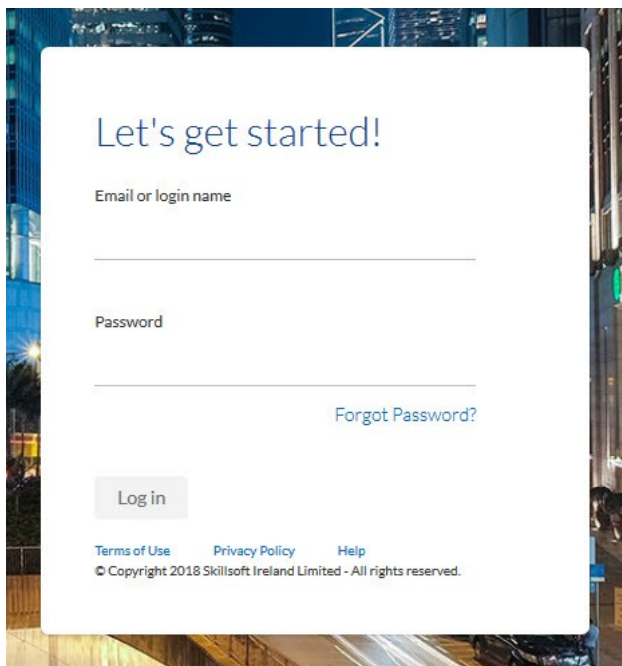


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Sign In

1. In a browser, navigate to your Percipio sign in page.



2. Enter your user name and password.

Note: Passwords are case-sensitive

3. Click **Log in**.

Select Your Interests

The first time you sign into Percipio, you are prompted to select your areas and subjects of interest. Based on your selections, Percipio shows you personalized recommendations for content available to you in your library that you are likely to find the most interesting and relevant. The content displays in a navigable strip on the home page, making it easier to discover content important to you.



Tell us a little more.

Please select at least one subject for your areas of interest.

Application Skills

Browsers & Operating Systems

Collaboration

Design

Microsoft Office

Productivity Tools

Management & Leadership

Business Execution

Leadership Essential

Management Essentials

Strategy

Team Management

Professional Improvement

Communication

Individual

Personal Accountability

Productivity

Self-Discovery

Subjects for 3 of 3 areas selected

< Back

Done

To edit your interests

1. Click **Interests** in the **My Profile** menu.
2. Select your areas of interest.
3. Click **Next**.
4. Select additional areas of interests.
5. Click **Done**.

Explore the Percipio Home Page

The screenshot shows the Percipio home page interface. At the top left is the Percipio logo (1) and a Library dropdown menu (2). At the top right is a My Profile dropdown menu (3). Below the header is a search bar (4) with the text "Search for courses, videos, books". The main content area is divided into three sections: "Resume Learning" (5) with three course cards, "My Assignments" (6) with one assignment card, "Leading Your Team" (7) with five course cards, and "Popular Channels" (8) with five channel cards. The footer contains links for Terms of Use, Privacy Policy, and Help, along with copyright information for Skillsoft Ireland Limited.

Use the Percipio home page to find and access content.

1. **Logo:** Click to access the Percipio home page.
2. **Library:** The library contains all of your available content.
3. **My Profile:** Click to access your assignments, playlist, activity, and interests.
4. **Search:** Discover eLearning content quickly through a modern, intuitive search.
5. **Resume Learning:** Access the content you've started but not yet completed.
6. **My Assignments:** View details and access all of your upcoming content assignments.

7. [Interests](#): Update your interests to see the content most important to you. Click **Watch**, **Read**, **Listen**, or **Practice** to refine the displayed content.
8. [Popular Channels](#): Review popular channels to see what content is trending across Percipio.

Browse the Library

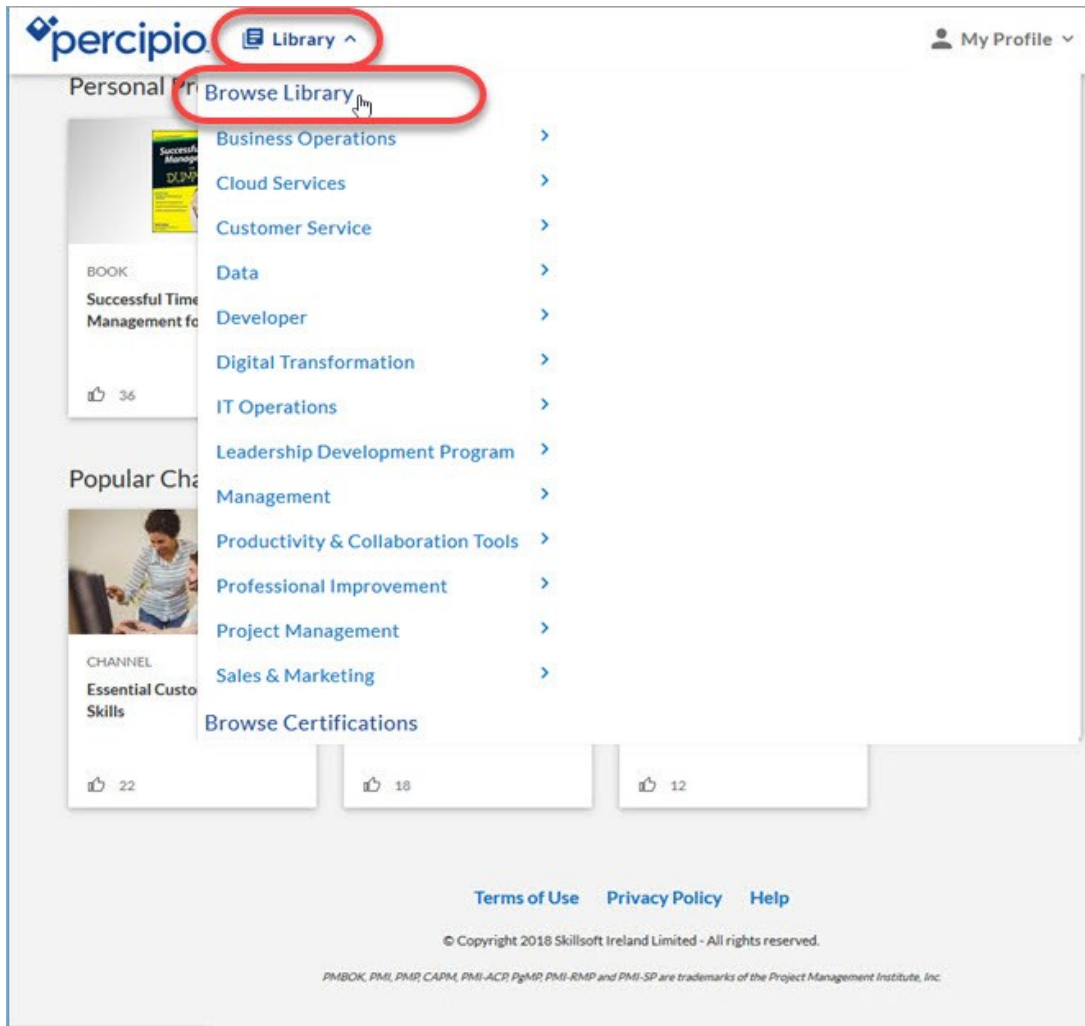
The Percipio Library contains all of the learning assets available to you. These assets are organized into a hierarchy to help find content quickly and easily. You can browse the library, [search](#) for content, and add your favorite assets to your Playlist.

Note: You can browse the library in the selected Percipio language only. To see more content offerings you may be entitled to, [change your language setting](#), then browse again.

To browse the library from the Library page

1. At the top of the home page, click the **Library** icon.

2. Click Browse Library.



The Library page opens.

What would you like to learn today?

I would like to learn about [All Areas](#) focused on [All Subjects](#)

Library

Browse all Library areas below. Your exploration of subjects, channels, and courses starts now.



Business Operations



Certifications



Cloud Services



Customer Service



Data



Developer



Digital Transformation



IT Operations



Leadership Development Program



Management



Productivity & Collaboration Tools



Professional Improvement



Project Management



Sales & Marketing

You can select areas and subjects from the Library page, but you can also navigate deeper into the library to select specific learning content.

Library organization

- **Area:** Top level of the library. Areas are broad categories relating to a particular business or technical functions.
- **Subject:** An area is broken into several subjects, each relating to a particular branch or course of study.
- **Channels:** Channels are the core building blocks of the library. A channel is where you go to learn everything and anything about a particular subject area that interests you.
- **Certifications:** Certifications are a unique area within the Library. You can browse certifications from various vendors and select channels focused on presenting targeted content for a particular certification path. You only see certifications in the library if you are entitled to them.
- **Content:** Content includes courses, videos, books, book summaries, audiobooks, audio summaries, Practice Labs, and TestPreps.

Search for Content

Use the Percipio search to quickly find content (such as courses, videos, or subjects). Percipio uses an intelligent search engine that auto-completes recommendations as you enter text into the search field. Depending on the terms you enter, search results can include any of your available content types (such as courses or books) and specific asset details (such as author, duration, expertise levels, technology versions, description, and more).

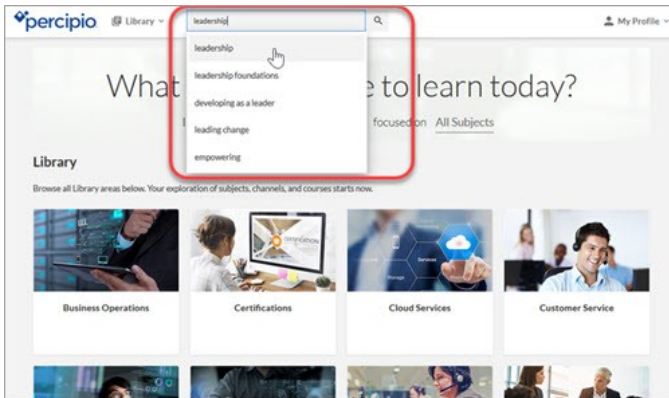
If an asset in the search results is part of a course, the **From Course** field links back to the associated course.


If an asset in the search results is part of a channel, the **From Channel** field links back to the associated channel(s).

The Percipio Search returns 20 results per page. To see additional results, click **Show More** at the bottom of the Search results page.

To search for content

1. In the top search bar, enter your search term.



2. Click . The search results display.

Refine your search results

Use filters to refine your search results.

Filters

- **Type:** provides various assets to search by.
- **Training Credits:** provides the option to search by training certifications.
- **Expertise:** provides various search options for level of knowledge.

Note: Each of the Expertise filters include results for all Books and Channels tagged as 'Everyone' and Channels do not have a defined Expertise level.

- **Duration:** provides various search options for time to complete the content. *Not available for mobile.*

Note: The filter options vary based on the content returned in the original search results.

Filter by	
Type —	
<input type="checkbox"/> Aspire Journey	5
<input type="checkbox"/> Audio Summary	16
<input type="checkbox"/> Audiobook	79
<input type="checkbox"/> Book	6,675
<input type="checkbox"/> Book Summary	43
<input type="checkbox"/> Channel	6
<input type="checkbox"/> Course	69
<input type="checkbox"/> Practice Lab	2
<input type="checkbox"/> Video	941
Training Credits —	
<input type="checkbox"/> NASBA CPE	8
<input type="checkbox"/> PMI PDU	19
Expertise —	
<input type="checkbox"/> Everyone	
<input type="checkbox"/> Beginner	
<input type="checkbox"/> Intermediate	
<input type="checkbox"/> Expert	
Duration —	
<input type="checkbox"/> 5 minutes or less	617
<input type="checkbox"/> 5 - 15 minutes	251
<input type="checkbox"/> 15 - 45 minutes	320
<input type="checkbox"/> 45 - 60 minutes	65
<input type="checkbox"/> 1 - 2 hours	487

To use the filters


- Select the types of content you want to include in your refined results. You can select multiple filters to narrow your search results. The search results update with each selection.

Note: When using the filters, the counts update to reflect the new filtered results. If all of the selections are filtered out, the count will show 0 and will be disabled.

Add Content to the Playlist

Playlists provide a quick and easy way for you to organize content that is of interest to you. Save content to your Playlist so you can view it later or share it with others.

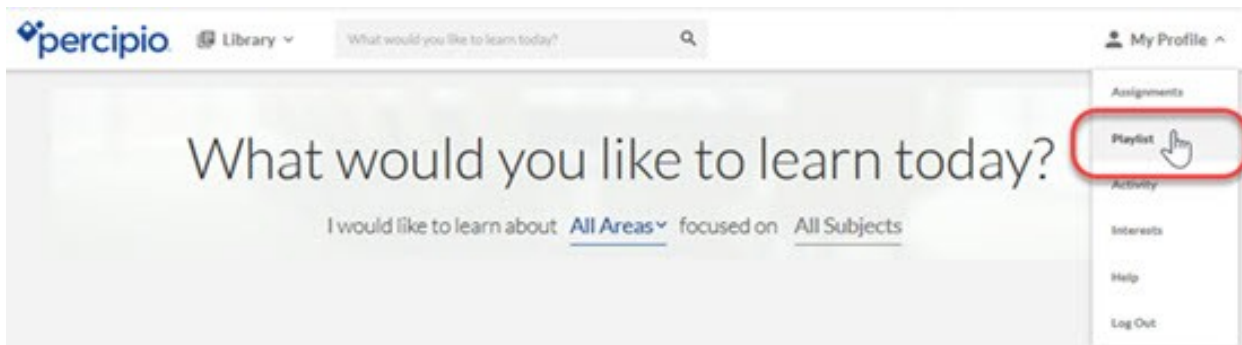
You can add content to your Playlist from almost anywhere in Percipio, including the [home page](#), your [search results](#), the [library](#), and when accessing the content itself.

- To add content to your Playlist, click  .



The screenshot shows a course card for "Becoming an Inspirational Leader". On the right side of the card, there is a star icon and a button labeled "Add to playlist", which is highlighted with a red circle. Below the course title, it says "COURSE | 8 videos (20 m 56 s)". A description follows: "In this course, you'll uncover what people look for in an inspiring leader; traits and behaviors that inspirational leaders exemplify; and the role that clear, credible, and persuasive messages play in...". At the bottom left, it says "Not Started". At the bottom right, there are two buttons: "Start Course" and "Take Test".

- To access your Playlist, click **Playlist** in the **My Profile** menu.



The screenshot shows the Percipio home page. At the top left is the Percipio logo and a "Library" dropdown menu. In the center is a search bar with the text "What would you like to learn today?". At the top right is a "My Profile" dropdown menu. The "Playlist" option in this menu is highlighted with a red circle. Other options in the menu include "Assignments", "Activity", "Interests", "Help", and "Log Out".