Quick Start Guide

For the Mobile App
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Percipio Mobile App

The Percipio mobile app extends your learning experience to your mobile device, and supports installation on phones and tablets. Improve yourself in minutes a day — anytime, anywhere. Access content across a variety of topics including business, personal development, desktop software, and IT. Stay current with courses, videos, books, and audiobooks from world-class experts. Keep yourself on the leading edge to improve your performance on the job and throughout your career.

Note: This app requires access to Percipio and an active Skillsoft content license.
Features and functions in the mobile app are the same for both phones and tablets.

1. Review the system requirements.
2. Install the App.

**Note:** Android users must download the app through the Google Play store. Availability of the app may be limited to some users in locales that may not have access to the Google Play Store.

3. Sign in to the mobile app.
4. Select the skills you want to develop for personalized recommendations.
5. Find and access content.
6. View your assignments.
7. Add content to your Playlist.
8. Change your settings.
9. Update the mobile app.
Install the Mobile App

You can install the Percipio mobile app on your iOS or Android device. Use the steps below to install the Percipio mobile app via the Apple App Store or the Google Play Store. The same app can be used for both phones and tablets.

Install via the Apple App Store

![Download on the App Store](image)

1. Open the App Store.
2. In the search box, enter **Percipio**.
3. Tap **Get**.
4. Tap **Install**.
5. If prompted, enter your iTunes password.
6. Tap **Open** to open the learning app.

Install via the Google Play Store

![Get it on Google Play](image)

1. Ensure you have a Google account on your device.
2. Launch the Google Play Store app.
3. In the search box, enter **Percipio**.
4. Tap **Install**.
Sign in to the Mobile App

The app requires:

- access to Percipio and,
- an active Skillsoft content license.

1. Open the mobile app.
2. Enter your Percipio site name.
   - Your site name and user name are in the Welcome email you received from your team.
   - It is not necessary to enter the whole site address (.percipio.com is already a suffix).
3. Tap **Next**.

You may be prompted to choose credentials. Select **Use Corporate Credentials** to enter your corporate user name and email or select **Use Percipio Credentials** to enter your Percipio user name or email. If not, proceed to step 4.

4. Enter your user name, tap **Next**, then enter your password.

Note: Your sign-in times out after 90 days of inactivity and you will have to re-enter your information to access the app.

First time sign-in

First time sign-in without password
If you are signing in to Percipio for the first time without a password, you will be prompted to contact Customer Support.

First time sign-in with a user name but without a password

If you have an active user name and are signing in to Percipio for the first time, you are sent an email with a link to create your new password.
If the user name is not found, a message displays to contact support for further assistance.

**First time sign-in with an assigned password**

If you are signing in to Percipio for the first time with an assigned password, you may be prompted to reset your password for security purposes, based on your organization’s settings.
Set your password

Welcome to Percipio! We're happy to see you. Before you start learning, please set a password for your account.

Current password:

New password:

Log In
Select your Skills

If this is your first time using Percipio, you are prompted to select skills you want to develop.

**Note:** If you have previously used Percipio, this does not display. Percipio retains your selections across all your devices.

Based on skills you want to develop, Percipio shows you personalized recommendations for content you are likely to find the most interesting and relevant. The content displays in a one or more navigable strips on the home page, making it easier to discover content important to you.

Manage your skills

You can add or remove skills at any time as your learning needs change.

1. From the home page, scroll down and tap **manage your skills**.
2. Tap the skills you want to develop.
3. Tap **Next**.
4. Optionally, select additional details about the skills.
5. Tap **Start Learning**.

Your home page updates with content relevant to your new skill selections.
Update the Mobile App

Percipio notifies you when an update to the mobile app is available.

1. Open the Percipio mobile app.

2. The message "A new version of Percipio is available " appears when an update is available.

3. Tap Update.

   You are redirected to the Google Play Store (for Android) or the App Store (for iOS).

   Optionally, you can tap the X to dismiss the message and update at a later time. However, the message continues to display each time you relaunch the app.
4. In the Play Store or App Store, tap **Update** to download the app.

5. Tap **Open** to relaunch the app.

**Note:** You can enable automatic updates on your device to include the Percipio Mobile app.
Find and Access Content

Find Content

You can find content from several locations in the mobile app:

- On the **Home** screen, tap a **View More** icon to see additional content related to a specific category.
- Tap the **Search** icon, then enter a search term and select from the list of suggestions. Use the **Filter** icon to narrow the list by content type.
- Use Voice commands to search for content, find a specific content item, or resume content already in progress. Simply tap and hold down the search icon and wait for the audio prompt, or say, "Hey, Percipio!"
- Browse the Percipio library. Tap the navigation menu, then tap **Library**.

See the Percipio knowledge base for more information about the Search and Voice features.

Access a Course

Once you find a course you are interested in, tap the content card or the course title to open the course and access:

- The course player.
- The course **Overview** which includes your completion status, and information about the course such as a description, duration, and number of likes.
- The course **Content** screen which includes the individual videos included in the course and a Take Test link if available.
- The **Resources** screen which includes additional resources related to the course.
Maximizing Value with A/B Testing...

In contrast, if the company were to test on a few thousand active users daily...

<table>
<thead>
<tr>
<th>Content</th>
<th>Overview</th>
<th>Resources</th>
</tr>
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<tbody>
<tr>
<td>Completed Maximizing Value with A/B Testing...</td>
<td>4%</td>
<td></td>
</tr>
<tr>
<td>Completed Understanding A/B Testing</td>
<td>4.3s</td>
<td></td>
</tr>
<tr>
<td>Started Benefiting from A/B Testing</td>
<td>4s</td>
<td></td>
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Take Test
Assignments

Your Percipio admin can assign content to you and specify a due date for completion. Assignments can consist of one or more courses, books, book summaries, audiobooks, audio summaries, videos, Practice Labs, and/or TestPreps.

Assigned content is available on the Mobile App on the My Assignments page, which lists your assignments with the title, description, completion status, and date. Assigned content is listed in order by the due date, with the most recent due date shown first.

Forced order assignment

You may be required to complete the assignment in the order presented on the page. If you have an ordered assignment, you cannot access certain content.
within it until the previous content is complete. Completion criteria depends on what the administrator set during the assignment creation. This criteria can be viewed when you launch the content.

A lock icon indicates the content is locked and you must complete the previous content in order to unlock it.

Mark as complete

Some content has a **Mark as complete** option on the content card. You must view the content before you are able to mark the content as completed. Once you tap **Mark as complete**, the status changes to completed and the next content item is unlocked.
Remove canceled assignments

If an admin cancels an assignment, you get an email from Percipio. You then have the option to remove the assignment from your list.

To remove a canceled assignment, locate it in your list and click the trash can icon, 🗑️. The canceled assignment is permanently removed.
Mobile App Settings

Account

- **User ID**: Displays your Percipio user ID.
- **Login Name**: Displays your Percipio login name.
- **Email Address**: Only displays if you do not have an email address on file. Enter your email address and click **Next**.
- **Change Password**: Tap **Change Password** to enter a new password.
  - Tap **Set Password** to confirm the change. A message displays that your password has been successfully reset.
- **Default language**: Shows the default or current language. Tap to switch languages.

Notifications
These options only display if your organization enables them.

- **Engagement emails**: Turn this **On** when you'd like Percipio to send you occasional emails with content updates if you haven't signed in for 30 or more days.

- **Badge Earned emails**: Turn this **On** to receive emails about each [Digital Badge](#) you earn. This option is only available for organizations who have Digital Badges available to their learners.

- **Recommendations**: Turn this **On** when you'd like Percipio to send you weekly, personalized emails that include new and recommended content as a reminder to continue learning.

- **Recently Added and Retiring content**: This option only appears for Percipio administrators. If you are an [administrator who has access to the Skillsoft Content Status report](#), turn this **On** to receive the monthly **Recently Added and Retiring Content email**.

**Data Usage**

- **Stream on Mobile data**: Gives Percipio permissions to load content over a data connection, instead of just a wireless one.
  
  - Blue = on
  
  - Grey = off

- **Download on Mobile data**: Gives Percipio permissions to download offline content over a data connection, instead of just a wireless one.
• Blue = on
• Grey = off

• **Offline content:** Indicates the used and free space for downloaded content. Tap **View** to open the Offline Content screen with all content available for offline viewing.

**About**

• **Version:** Displays the current version of the Percipio app. The app prompts you to [Update](#) when an update becomes available.

• **Privacy Policy:** Tap **View** to read the Privacy Policy and Cookie Statement.

• **Terms of Service:** Tap **View** to read the Terms and Conditions of Use.

• **Help:** Tap **View** to send your service request details to Skillsoft Support, either by phone or email.

**Note**: In offline (Airplane) mode, Privacy Policy and Terms of Service links are not available.
Additional Features

The Percipio Knowledge Base includes information about additional features included in the mobile app. See the following topics to learn how you can:

- **Access Compliance** courses, if available.
- View and access your **Assignments**.
- Save and Access offline content with the **offline** feature.
- **Share** content with others from the mobile app.
- Change your mobile app **settings**.
- Change your **language** settings in the mobile app.
- **Update the mobile app**.