



Quick Start Guide

For the Mobile App



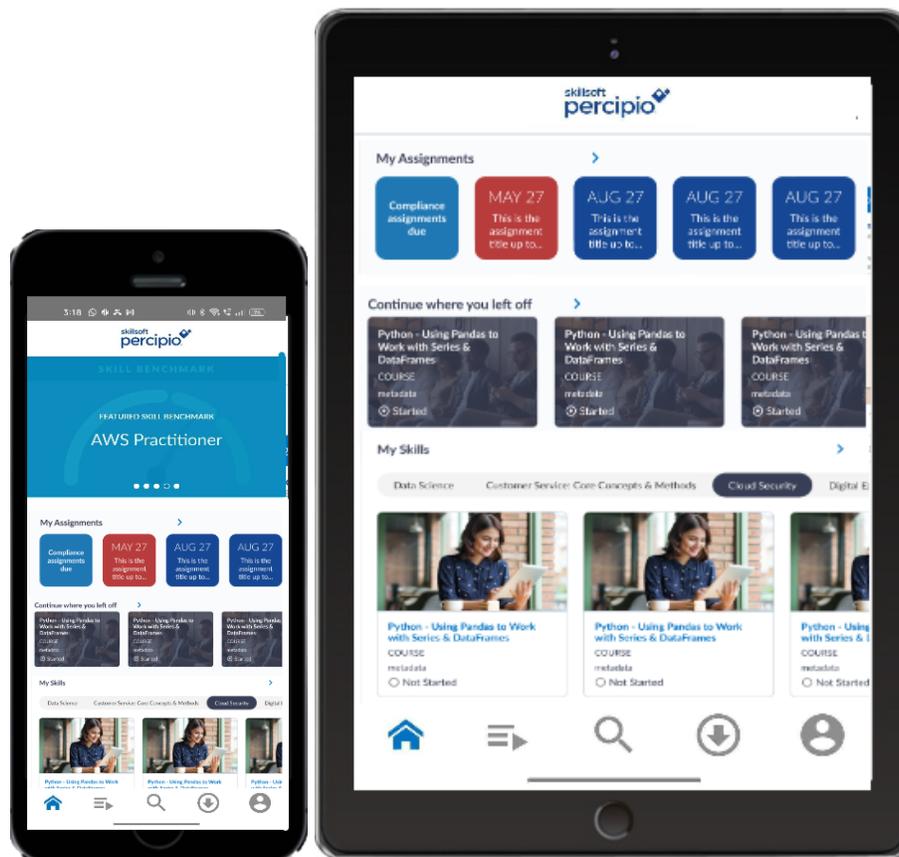
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Percipio Mobile App

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 **Get Started** to choose the action most relevant to your immediate needs. You can choose to:
 - Complete your [assignments](#).
 - Assess your skills: see all skill benchmarks available to you
 - Prepare to get certified: see all certifications available to you
 - Prepare for a new role: see all Aspire Journeys available to you
 - Close out and just explore
 - [Select the skills you want to develop](#) for personalized recommendations.
 - [Find and access content](#).
 - [Add content to your Playlist](#).
 - Track your progress from [My Achievements](#).
 - Change your [settings](#).
5. [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 Mobile App to iOS Device



1. From your device, 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 Mobile App to Android Device

Install via the Google Play Store

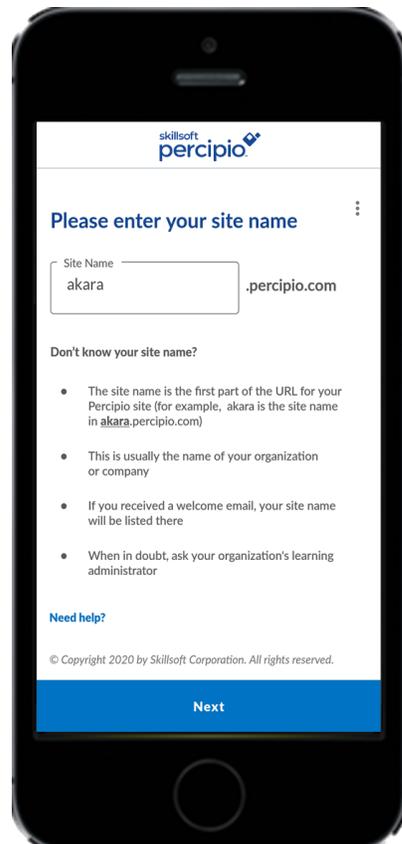


1. Ensure you have a Google account on your device, then launch the Google Play Store app.
2. In the search box, enter **Percipio**.
3. Tap **Install**.

Sign in to the Mobile App

The app requires:

- access to Percipio
- an active Skillsoft content license.

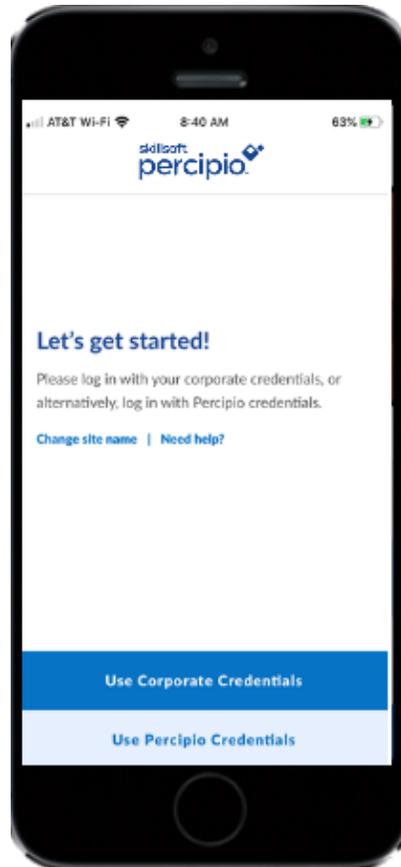


1. Open the mobile app.
2. Enter your Percipio site name. You only have to enter this once, Percipio remembers it for you.
 - Your site name and user name are in the Welcome email you received from your team.

- It is not necessary to enter the whole site address (.percipio.com is already a suffix).

3. Select **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.



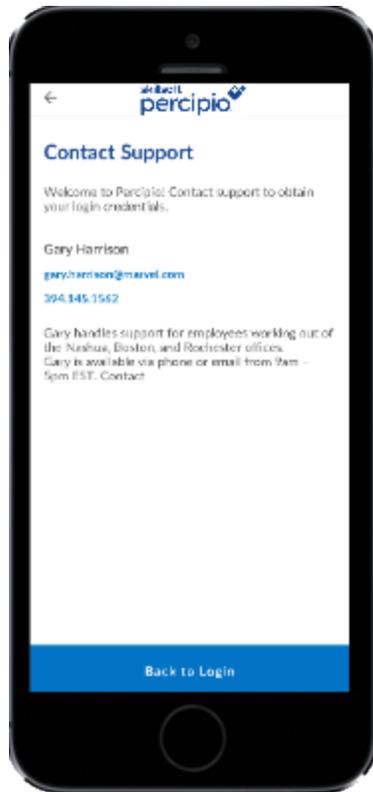
4. Enter your credentials and select **Next**.
5. If enabled by your administrator, you may be required to enter a 6-digit verification code that is sent to your email address associated with your Percipio account. If you do not have an email address associated with your Percipio account, Percipio prompts you to enter one so it can send you the 6-digit code.

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

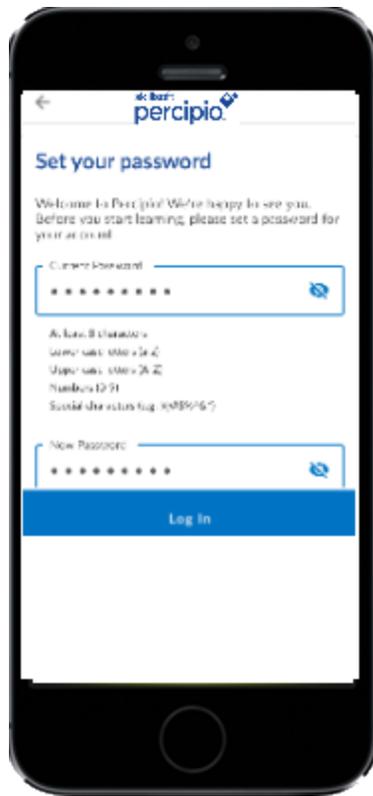
If you have an active user name and are signing in to Percipio for the first time, you are sent an email with a link to create your new password.



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.



Select your Skills

If this is your first time using Percipio, one of the things you can do is to select skills you want to develop.

Note: If you have previously selected skills, Percipio retains your selections across all your devices.

Based on skills you selected that 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 tabbed strip on the home page, making it easier to discover content important to you.

Add or edit your skills

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

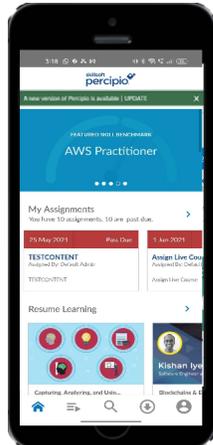
1. Tap the **Profile** icon  from the navigation menu.
2. Tap **Edit skills**.
3. Select first the areas, then the subjects of interest.
4. Tap **Start Learning**.

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:

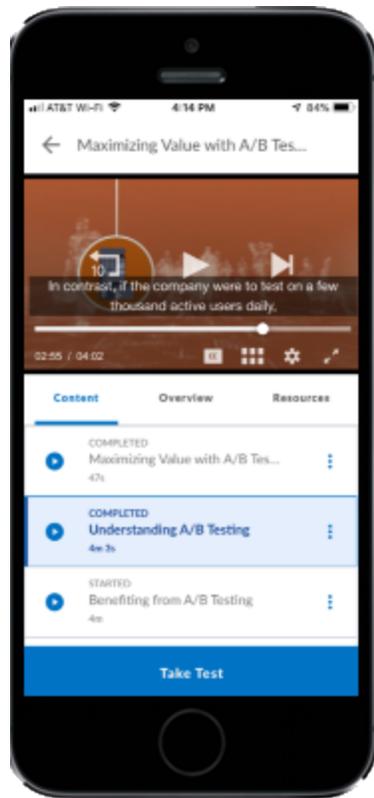
- On the **Home** screen, tap a **View More** > icon to see additional content related to a specific category.
- Tap the **Search** 🔍 icon, then enter a search term and select from the list of suggestions. Use the **Filter** ≡ icon to narrow the list by content type.
- Use Voice commands to search for 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:

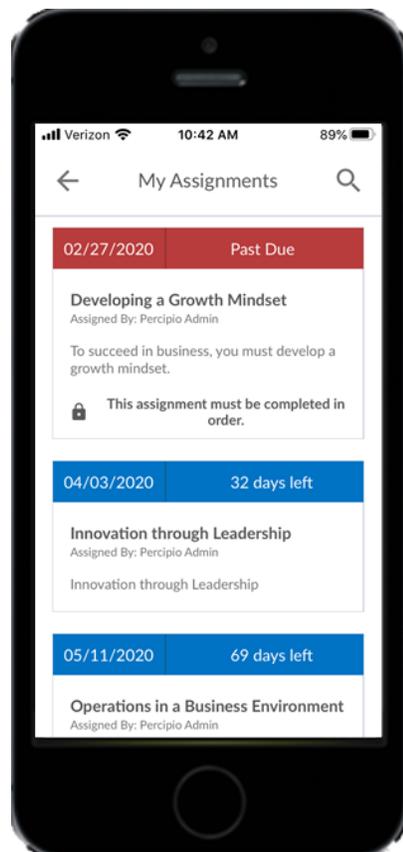
- The course player.
- The course **Overview** which includes your completion status, and information about the course such as a description, duration, and number of likes.
- The course **Content** screen which includes the individual videos included in the course and a Take Test link if available.
-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



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.

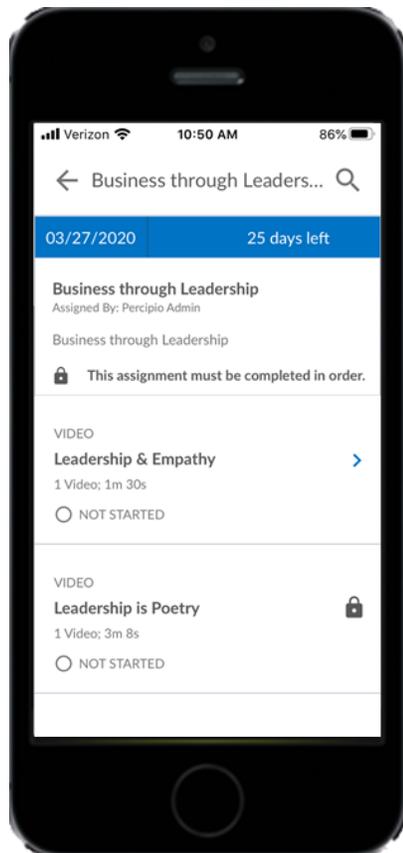
Assigned content is available on the Mobile App on the **My Assignments** page, which lists your assignments with the title, description, completion status, and date. Assigned content is listed in order by the due date, with the most recent due date shown first.



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

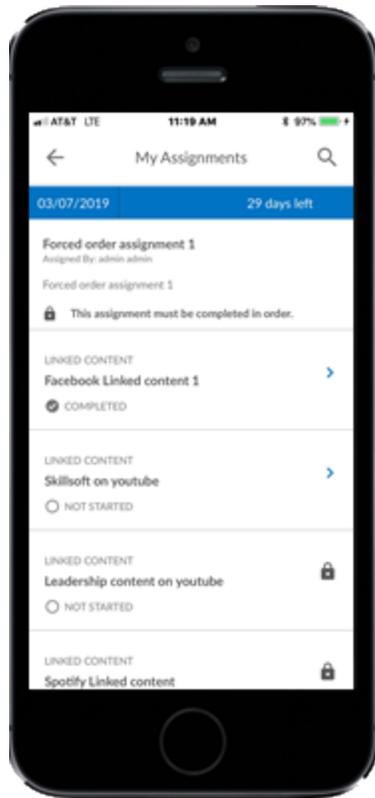
within it until the previous content is complete. Completion criteria depends on what the administrator set during the assignment creation. This criteria can be viewed when you launch the content.



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.

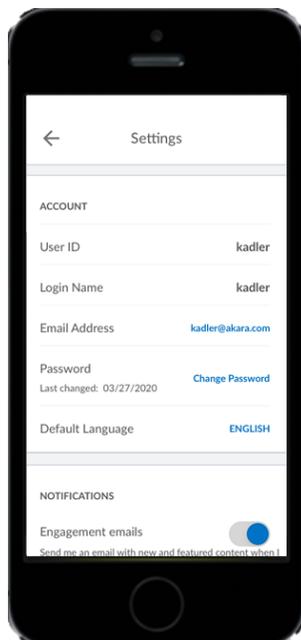
To remove a canceled assignment, locate it in your list and click the trash can icon, . The canceled assignment is permanently removed.

Mobile App Settings

Mobile app settings allow you to configure how Percipio behaves on your mobile device. To access settings: select the my profile icon, , and choose **Settings**. From Settings, you see:

Account

The following settings display in the Account section:



- **User ID:** Displays your Percipio user ID.
- **Login Name:** Displays your Percipio login name.
- **Email Address:** Displays the email address associated with your Percipio account. Select it to change it.
- **Password:** Select **Change Password** to enter a new password. Select **Set Password** to confirm the change. A message displays that your password has been successfully reset.

- **Default language:** Shows the default or current language. Select to switch languages.

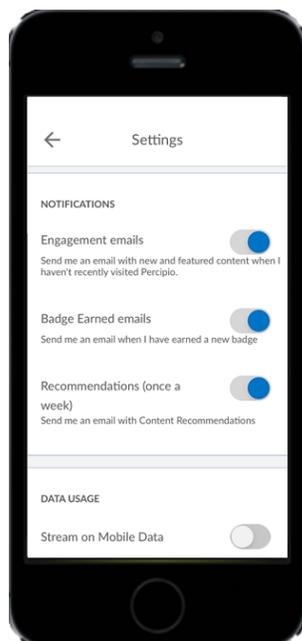
Display mode

Choose how you want Percipio to display on your mobile device. You can select:

- **Use device mode:** Select this to have Percipio use whatever you set for your device.
- **Light mode:** Select this to have a light background and dark text.
- **Dark mode:** Select this to have a dark background and light text.

Email Notifications

These options only display if your organization enables them.

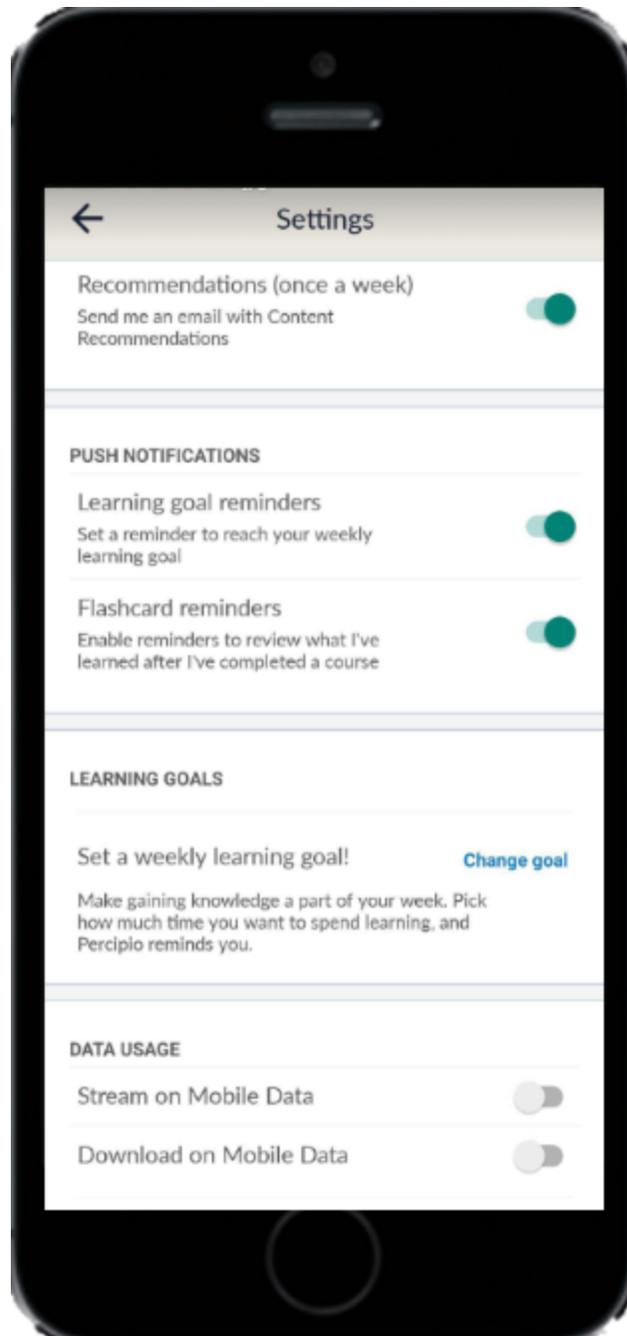


- **Engagement emails:** Turn this **On** when you'd like Percipio to send you occasional emails with content updates if you haven't signed in for 30 or more days.
- **Badge Earned emails:** Turn this **On** to receive emails about each [Digital Badge](#) you earn. This option is only available for organizations 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](#).

Push Notifications

Your company can choose to [allow push notifications](#) to help you remember to keep learning. To receive the push notifications, you need to have them enabled on your device. By default, push notifications are on for Android devices, and off for iOS devices.

To enable admin-selected push notifications on your device, select **enable push notifications**. You can then choose whether to keep individual notifications on.



- **Learning goal reminders:** This option allows you the ability to receive reminders about learning goals you have set. Turn this **On** when you'd like Percipio to send you mobile notifications reminding you to work on your learning goals. Turn this **Off** when you don't want Percipio to send you mobile notifications

reminding you to work on your learning goals.

Note: Push notifications are not available for Chinese Android mobile app users as Google services are not supported in China.

- **Flashcard reminders:** This option allows you to receive reminders to review learning you previously completed. Turn this **On** when you would like Percipio to send you mobile notifications that link to the [Flashcard page](#). On the Flashcard page, you can review key concepts and topics from courses you completed. Turn this **Off** when you don't want Percipio to send you mobile notifications that link to the [Flashcard page](#).

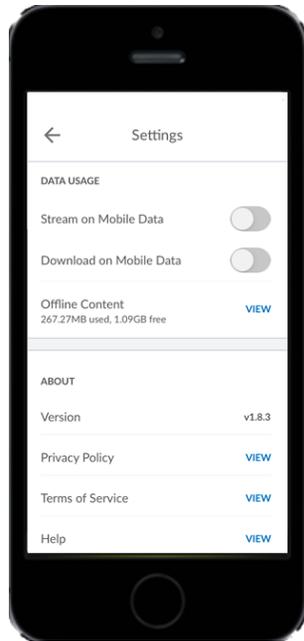
Other push notifications: When admins make an assignment and choose to notify you by email, you also get a corresponding push notification about the assignment. You can't disable these notifications.

Learning Goals

To help you make learning a habit, set a learning goal. If you set a learning goal from the home screen, you can modify it here. Select **Change goal** to select the number of minutes you want to learn each week.

Data Usage

The following settings display in the Data usage section:



- **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
- **Downloads:** Indicates the used and free space for downloaded content. Select **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:** Select **View** to read the Privacy Policy and Cookie Statement.
- **Terms of Service:** Select **View** to read the Terms and Conditions of Use.
- **Help:** Select **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.
- Track your progress from [My Achievements](#).
- Set a [learning goal](#).
- Change your mobile app [settings](#).
- Change your [language](#) settings in the mobile app.
- [Update the mobile app](#).