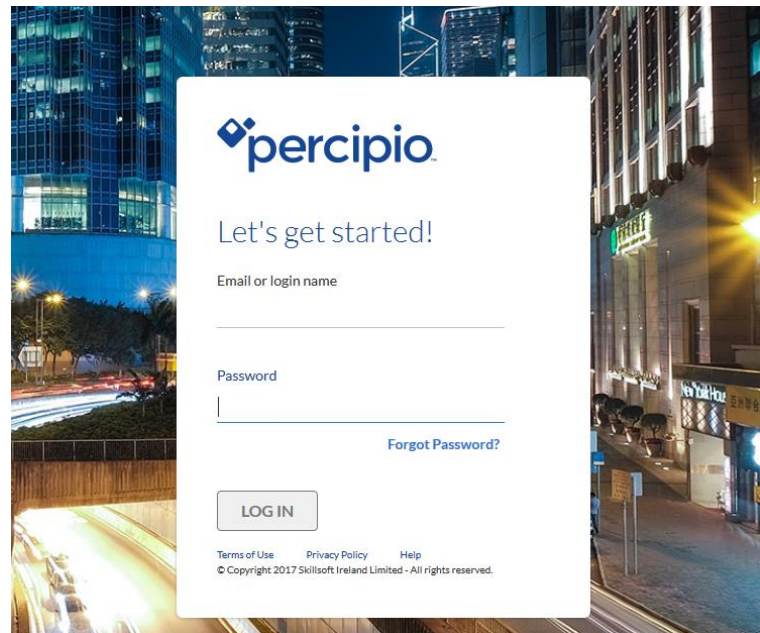


Getting Started with Percipio

Sign in to Percipio

In a browser, navigate to your Percipio Sign In page. Enter your username and password and click **Log In**.

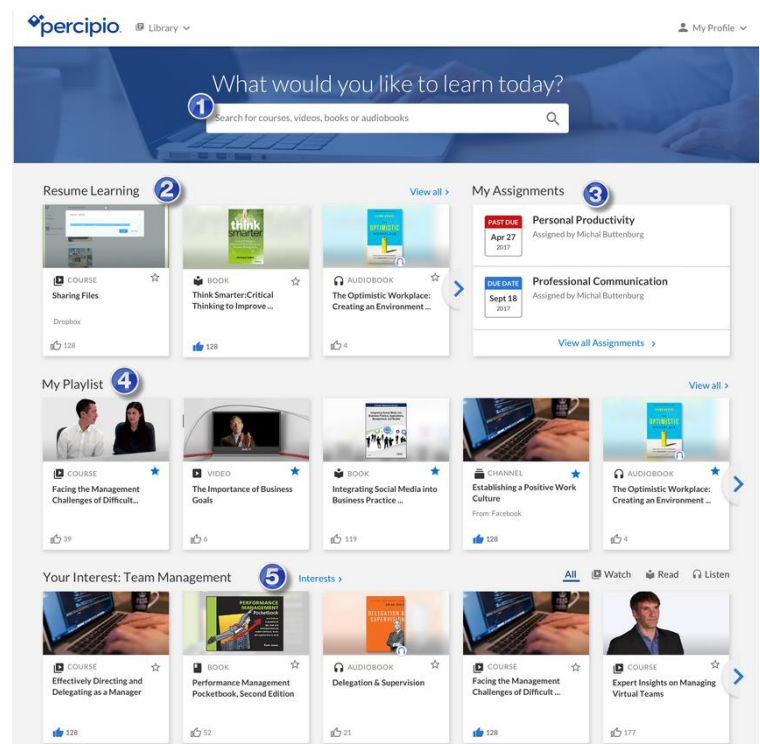
Note that passwords are case-sensitive.



Explore the Home Page

The Home page provides easy access to content and actions you use most often in Percipio:

1. **Search:** Quickly locate content with intelligent search.
2. **Resume Learning:** Provides quick access to videos, courses or books that you've started.
3. **Assignments:** View assigned content given to you by an administrator or manager.
4. **Playlists:** Favorite content that you've added to your Playlist.
5. **Interests:** Recommended content based on your personalized interests.

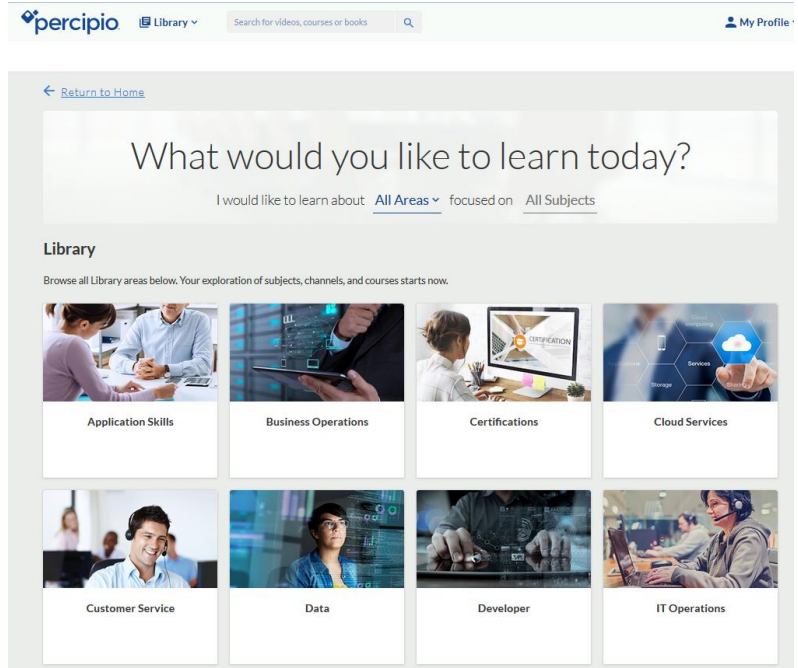


Browse the Library

The Percipio Library contains all of the learning assets to which you are entitled. These assets are organized into a hierarchy to assist you in finding content quickly and easily.

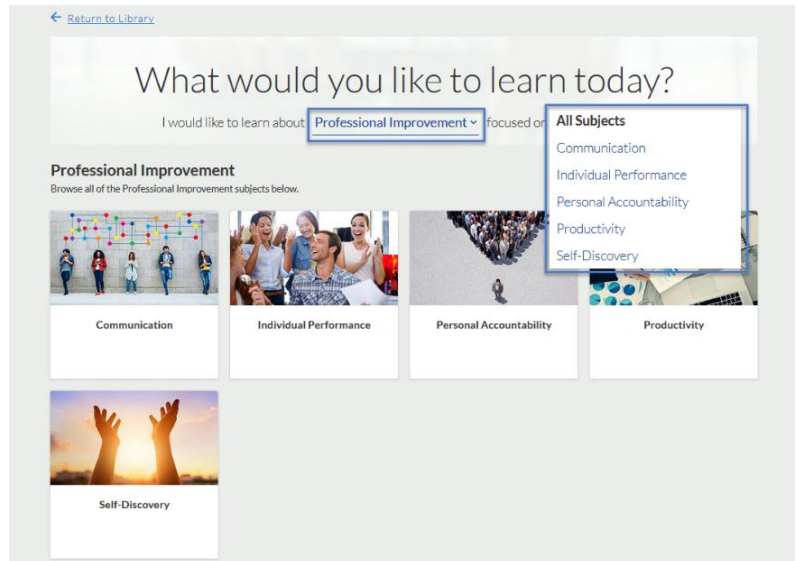
You can browse the library to view the assets available to you.

You can also Search for content and add your favorite assets to your Playlist.



Select the **Library** icon on the top of the home page to view the library as a navigable list. This list view shows the main library areas and their related subjects.

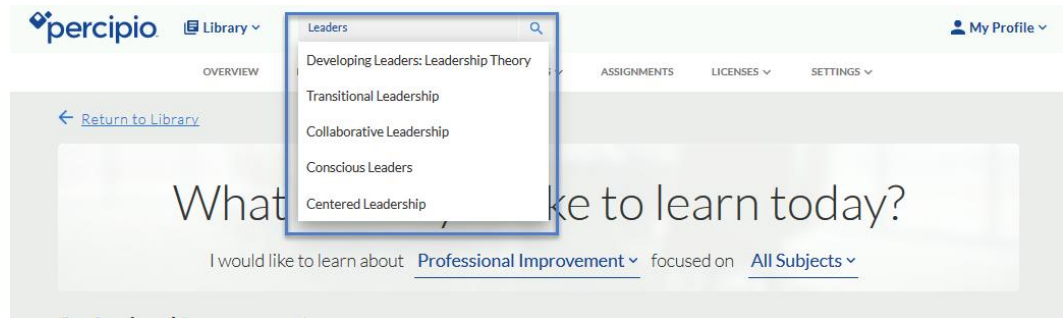
You can select areas and subjects from the Library page, but you can also navigate deeper into the library to select specific learning content.



Search for Content

Use the Percipio search to help quickly find the content that you are looking for. Percipio uses an industry-leading search engine called 'Elastic Search', providing a faster search experience and more relevant results.

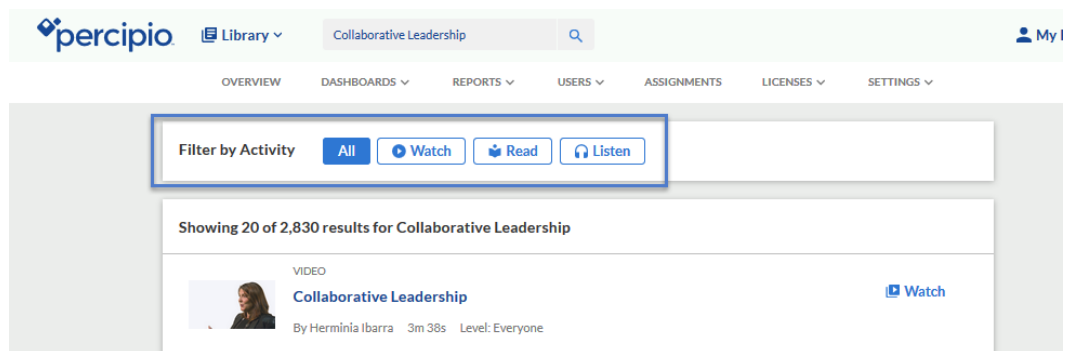
Percipio's intelligent search provides auto complete recommendations and search suggestions as you enter text into the search field.



Filtering Search Results


You can refine your search results by filtering by content type:

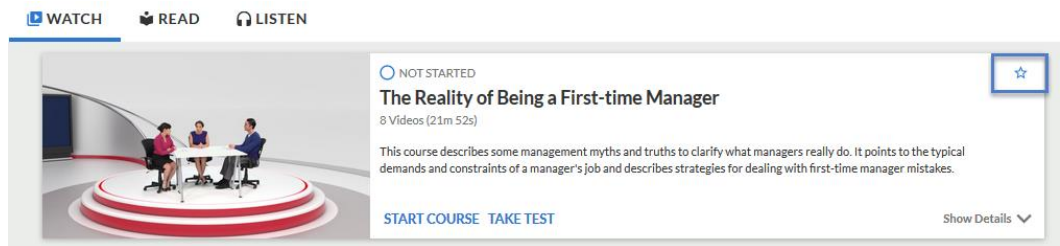
- **ALL** – Every content type, including Channels
- **WATCH** – Courses & Videos
- **READ** – Books only
- **LISTEN** – Audiobooks only



Adding to your Playlist

Playlists provide a quick and easy way to organize content that is of interest to you.

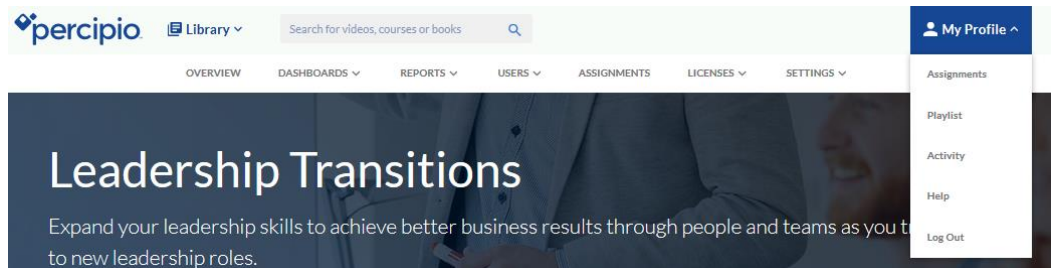
- You can add content to your Playlist from several areas within Percipio: the Home Page, Search, the Library or when accessing the content.
- Select  to add the content to your Playlist.
- You can add any type of content to your Playlist, including Channels
- You can access your Playlist from the home page or from My Profile.



Manage your Learning

Percipio offers several ways to organize and access your learning content under My Profile:

- **Assignments** – content assigned to you by your manager with a specified completion date.
- **Playlist** – an easy way for you to access your favorite content.
- **Activity** – a report of all the content you have started or completed.



Interests

Percipio provides you with interest-based recommendations for content that you are likely to find the most interesting and relevant.

These personalized recommendations are based on areas and subjects of interest that you select.

percipio.

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](#)

The content you are interested in is displayed in a navigable strips on the homepage, making it easier to discover content important to you without having to search for it.

Human Resources [Edit Interests >](#)

All Watch Read Listen

COURSE [★](#)
Ensuring Onboarding Success [👍 1](#)

BOOK [★](#)
Recruiting and Selecting the Right People: Finding the [👍 1](#)

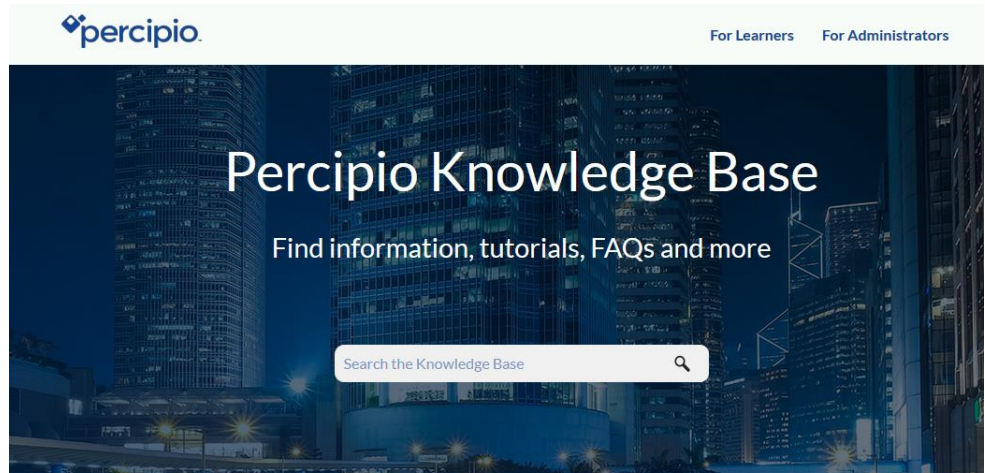
AUDIOBOOK [★](#)
Pursuit of Wow [👍](#)

COURSE [★](#)
Positive Atmosphere: How Organizational Learning [👍 1](#)

Learn More

Learn more about the features and functionality of Percipio by visiting our [online knowledge base](#). Helpful information includes:

- Getting Started with Percipio
- Discover Content
- Information on the latest releases and more!



For Learners

- » [Getting Started with Percipio](#)
- » [Take a Test](#)
- » [Discover Content](#)

For Administrators

- » [New Release! - July 2017](#)
- » [Provisioning a New Site](#)
- » [Create a New User](#)
- » [Completion Criteria](#)