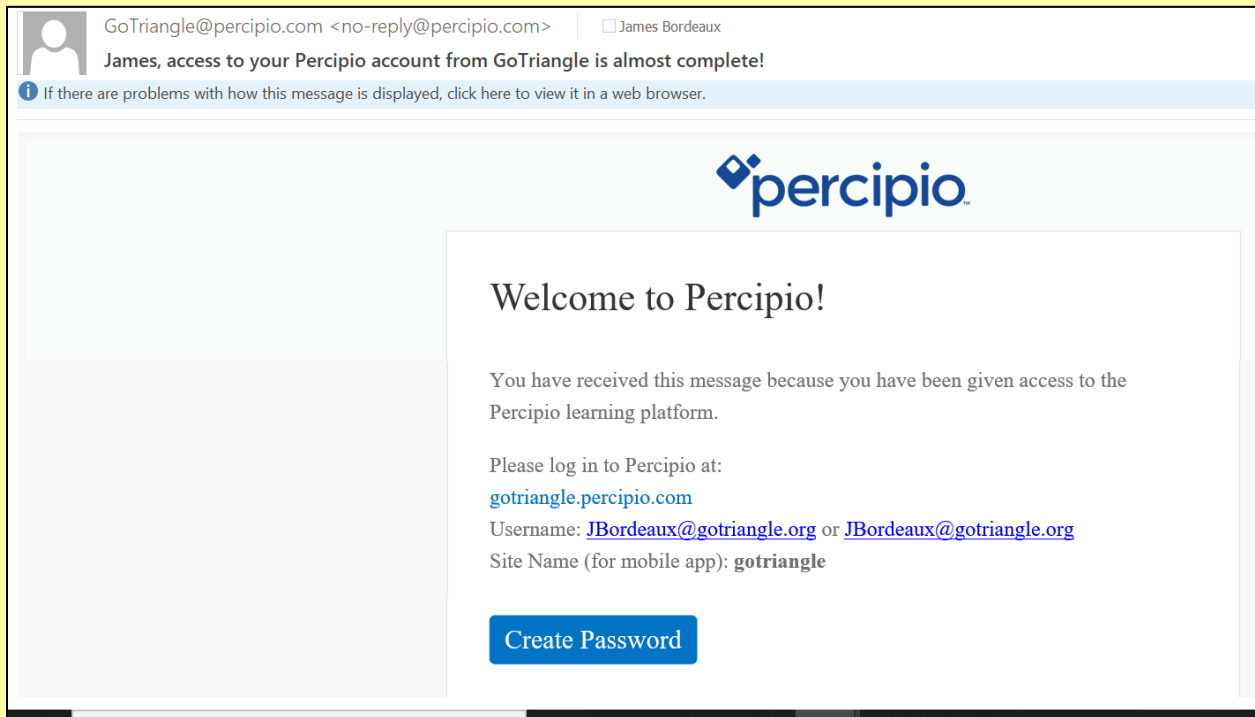


Percipio Quick Start Guide

In the next few days, you will be receiving an email invitation from GoTriangle@percipio.com inviting you to log on to the application and create a password. All you have to do is create a password, then identify what you are interested in and you'll be on your way!

Sign In

From the email invitation select “Create Password” in the blue box. This action will open a browser and navigate you to the Percipio sign in page. Your username is your work email and then you will create your own password. Passwords are case-sensitive.



Select Your Skills

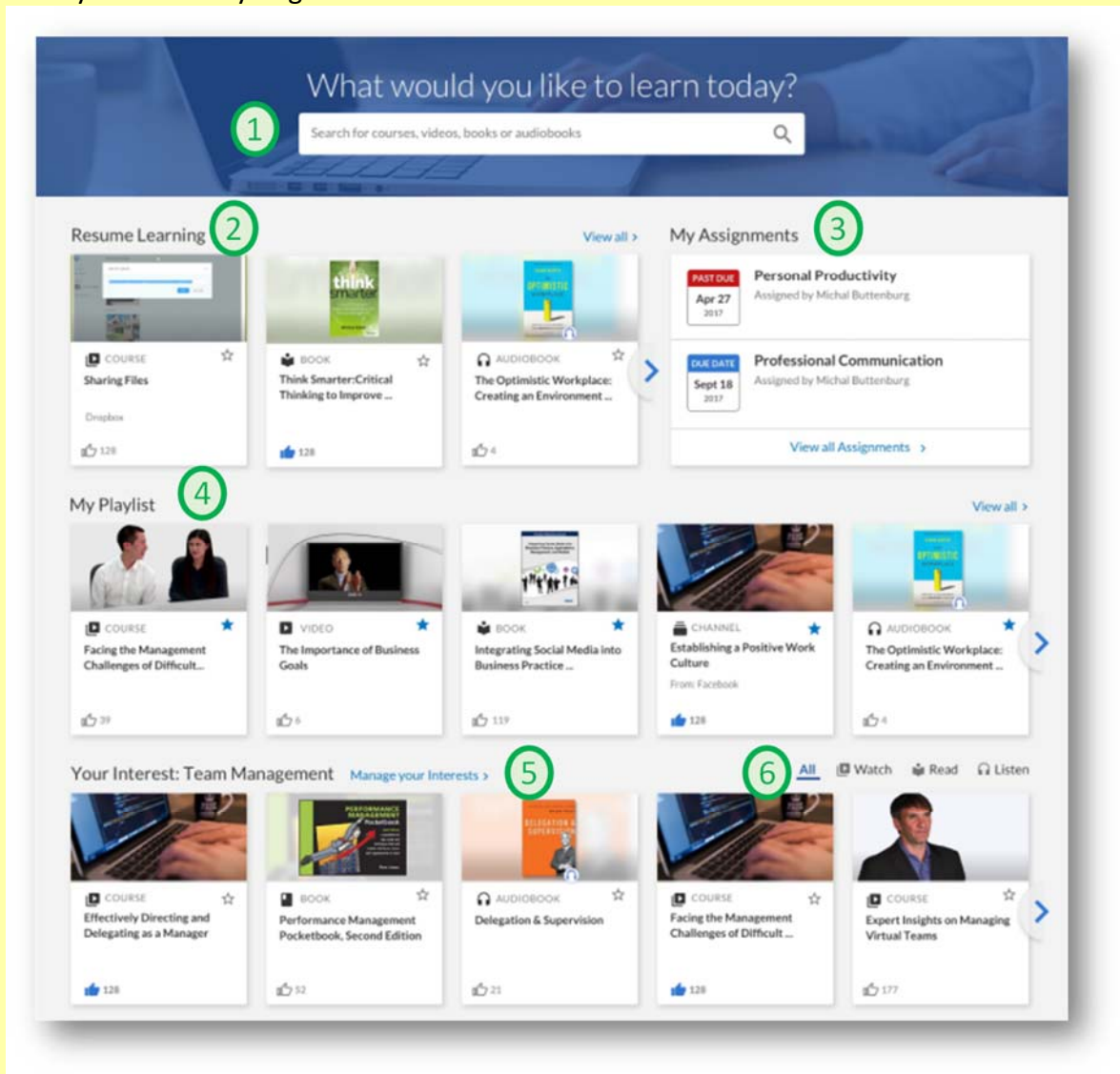
The first time you sign into Percipio, you are prompted to select the skills you want to develop. Based on your selections, Percipio shows you personalized recommendations for content available to you in your library that you are likely to find the most interesting and relevant. The content displays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

To edit your skill choices:

1. Click Skills in the My Profile menu.
2. Select the skills you want to develop.
3. Click Next.
4. Optionally, select additional details about the skills.
5. Click Done.

Home Page of Percipio

Familiarizing yourself with the main elements of the Percipio homepage can help you make the most of your time as you get started. See below for an overview of the main elements:



1. Find “what you would like to learn today” answers quickly using the Search bar.
2. Pick up where you left off in the Resume Learning section.
3. Keep track of what you need to do in the My Assignments section.
4. See content you’ve set aside by clicking on the star icon in the Playlist section.
5. Explore recommended content based on your interests in the Interests sections.
6. Filter content by modality by clicking Watch, Read, or Listen.

Questions?

If you have any questions, please contact James Bordeaux (jbordeaux@gotriangle.org) in Talent Services.