Accessing Annual Compliance: Skillsoft Percipio Job Aid

1) Go to MyVSU at <u>www.valdosta.edu</u> and log in. Percipio uses SSO (single sign on) credentials that enables you to have immediate access upon logging into MyVSU.	NALDOSTA STATE UNIVERSITY MYVSU
	Sign in with your organizational account
	username@valdosta.edu
	Password
	SIGN IN
2) From the MyVSU main page, select the	Portals Banner View All
Percipio Learning Platform link in your Portals area.	Employee Training
	Access OneUSG Connect
	BlazeVIEW D2L
	Event Services (EMS)
	Percipio Learning Platform
*Notes if you don't can it on your main Dortals	Portals Banner View All
Anote: If you don't see it on your main Portais display, click the View All button in the top-right	Employee Training
portion of your screen and scroll until you find	Access OneUSG Connect
the Percipio option.	BiazeVIEW D2L
	Event Services (EMS)
	Percipio Learning Platform
**If this is your FIRST TIME using Skillsoft Percipio, follow steps 3-5.	** If this is NOT your first time using Skillsoft Percipio, skip to step 5.

 3) Upon initial login, you will reach an Onboarding page, which is split into two screens. You must select at least 3 interests that you would like to explore to personalize your homepage experience. *Note: You can change these interests later, so don't spend too much time here. 	Personalize your learning! Only two simple steps. Please select your areas of interest. You can always edit your selections later. Aspire Journeys Browse Partner Content Business Operations Cloud Services Customer Service Digital Transformation Engineering Leadership Development Program Management Professional Improvement Project Management Sales & Marketing Next 2
4) Next, select specific areas of your	ercipio [®] 🛿 Library ~ Search Q. 🕪 Nathan Popp •
chosen skills. *Once again, you can come back and change these later.	USERS CONTENT CONTENT CONTRIANCE AVALYTICS CONTINCS CONTRIANCE Compliance Tell us a little more. Activity A Choose one or more subjects for each skill. PMI POU Business Operations Journeys Business Operations Digital Badges Finance
Click Save to continue.	Ptoylet Data Skills Big Data Business Intelligence Data Analydos Data Architectures Account Information Database Development Data Core Concepts Data Science Data Security Data Visualization & Reporting
	Productivity & Collaboration Tools Browsers & Operating Systems Collaboration Design Microsoft Office Subjects for 5 of 5 areas selected Image: Collaboration Image: Collaboration Image: Collaboration
 From the Percipio main page, you'll see two messages. 	You have 2 compliance assignments. Go to compliance now.
Click either Go to Compliance Now or View Compliance.	COMPLIANCE TRAINING REQUIRED Launch Compliance Training Your required training will be in your learning plan

6) Here, you'll see your required compliance assignments. Click anywhere inside the box with ≣ the Learning Program titled, 2023 Annual Compliance. Learning Program (i) 2023 Annual Compliance 2023 Annual Compliance 7) This will take you to the 2023 Annual Start Date: Date Due: Not Started 2024-JAN-24 Required Time: Time Spent: 00:00:00 Hour(s) 00:00:00 Hour(s) Compliance learning program. You'll Required Courses You must take all items in this set • see a list of all six (6) courses that are USG Ethics for VSU Annual Compliance 2023 🗊 🖸 O required. VSU Conflicts of Interest & Conflicts of Commitment \bigcirc VSU Drug Free Workplace VSU FERPA Policy Review for Annual Compliance To launch each module, click the VSU Motor Vehicle Policy blue play icon to the right side of VSU Sexual Misconduct and Title IX Policies each module. USG Ethics for VSU Annu Compliance: 2023 Policy Acknowledgement Dates This will launch the learning module Completion Status Table of Contents 👱 Course Test in another tab. **You must click** Resources through each topic in order to Gener Gener release the "course test", which is the policy acknowledgement, in order to successfully complete ig a quiz each one. Welcome to the USG Ethics Refresher Training for the 2023 Annual Compliance requirements! 8) To navigate within the module, use the following buttons in the This module will provide you with the tools you need to refresh your familiarity with the USG Ethics policy bottom-center portion of your policy This year, employees will fulfill this compliance requirement by: screen: 1. Watching a 20 minute video 2. Completing a quiz with an 80% or higher grade and 3. Confirming understanding of and agreeing to adhere to the USG Ethics policy by completing the affirmation agreement. VERSITY SYSTEM Next and Back: These move you • within the pages of a section of the module (Intro, Lesson Overview, Lesson Contents, and Course Test). Previous Topic < Back 1 of 1 Next> Next Topic

*The "Next" button will be blue when you need to use it to navigate to the next page.	Previous Topic Back – Next Next Topic
• Previous Topic and Next Topic: These move you to the sections within the Table of Contents. * <i>The "Next Topic" icon will blink</i> when it's time to use this button to move on to the next section.	Previous Topic Back 1 of 1 Next Next Topic
*Please note you must watch a 20 minute video, take a quiz, and acknowledge understanding for the Ethics module - this is a USG requirement .	
9) Once you've viewed all content, the Course Test button will be available for you to click.	Previous Topic Course Test
*Note: The "Next" button will no longer be blue and clickable when it's time to take the Course Test.	
 10) Click the Take Test button to continue. *Please note you must get a score of 80% or higher on the Ethics module quiz. All other modules, require acknowledge & understanding. 	Course Test USG Ethics for VSU Annual Compliance: 2023 Policy Acknowledgement Image: Completion Status Image: Completion Status

 11) Please answer the policy acknowledgement accordingly and click the blue Done button. Click the Exit Test icon to continue. 	Cuestion Iagree to comply with the current Conflicts of Interest and Conflicts of Commitment policy at Valdosta State Image: agree to comply I do not agree to comply I do not agree to comply
12) You should now see that your highest score and you can review your completion status. Once confirmed that you 've viewed all content and acknowledgement, click the Save and Exit button in the upper-right portion of the screen.	Course Test USG Ethics for VSU Annual Compliance: 2023 Policy Acknowledgement Review your course completion status. Retailing the course test will not lower your highest score. Course Test Results Course Test Score Tour course score is the average of all of your highest lesson scores. Highest Score 100%
You'll receive a pop-up that confirms your date of completion. Click Save and Exit once again.	Vendy Byrd, you completed the course on Oct 26, 2023. Completed Completed C
13) Click the yellow Continue button.	Course in Progress You have launched a course in a new window. Please click the button below when you are ready to return to your Learning Plan. Continue
14) Repeat steps 7-13 for each module listed until all of the circle icons to the right-side of the modules are filled completely green.	Required Courses • You must take all items in this set. • USG Ethics for VSU Annual Compliance: 2021 Policy Acknowledgement • Duration: 0 • VSU Conflicts of Interest & Conflicts of Commitment: 2021 Policy Acknowledgement • Duration: 0 •

Congratulations! You've completed the 2023 Annual Compliance. **All completions and progress are automatically saved within the Skillsoft Percipio learning system**, so there's nothing else you need to do!

Thank you for participating! Please contact Employee and Organizational Development with any questions at <u>training@valdosta.edu</u>.



EMPLOYEE & ORGANIZATIONAL DEVELOPMENT VALDOSTA STATE UNIVERSITY