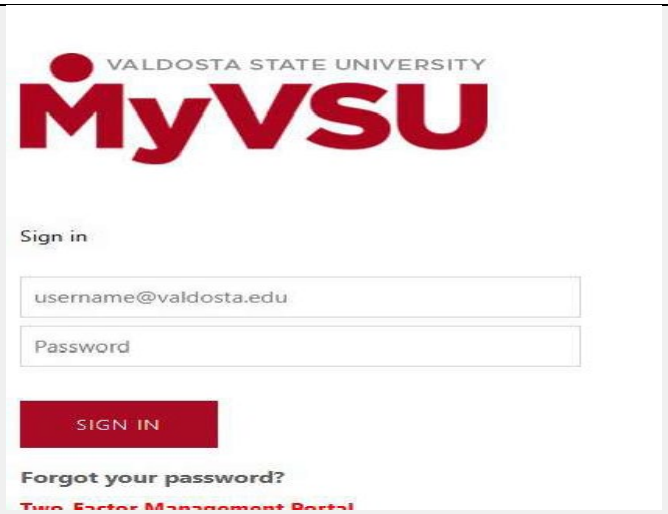
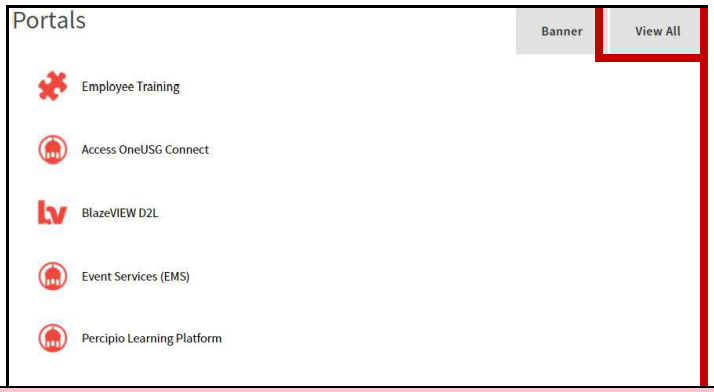
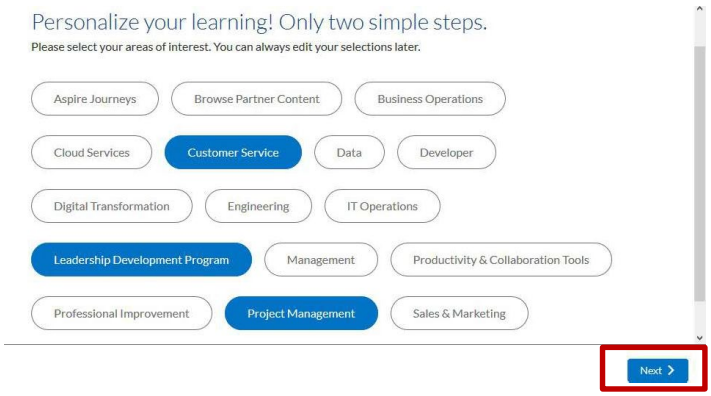
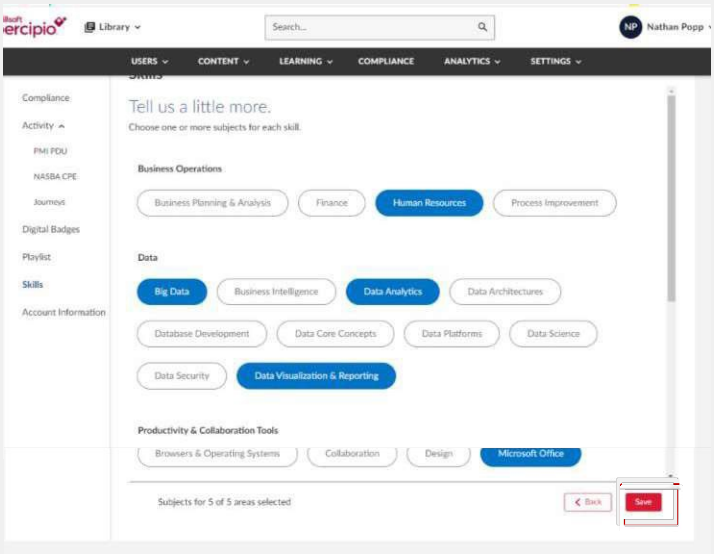
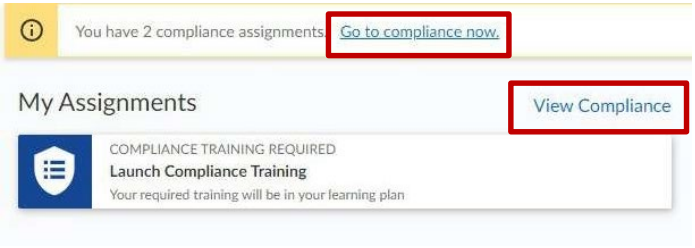
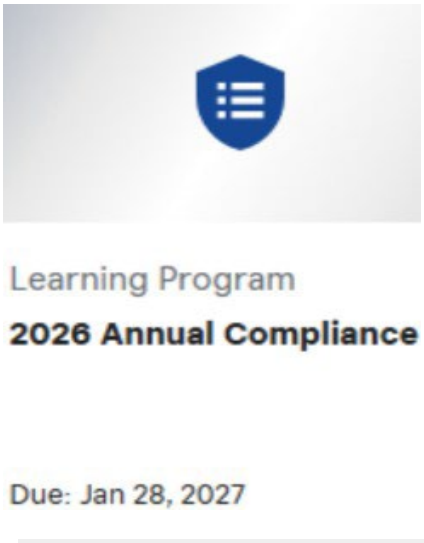
Accessing Annual Compliance: Skillsoft Percipio Job Aid

1) **Go to MyVSU at www.valdosta.edu and log in. Percipio uses SSO (single sign on) credentials that enables you to have immediate access upon logging into MyVSU.**	
2) From the MyVSU main page, select the Percipio Learning Platform link in your Portals area. **Note: if you don't see it on your main Portals display, click the View All button in the top-right portion of your screen and scroll until you find the Percipio option.*	 
****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.* **Click the Next button to continue.**	
4) Next, select specific areas of your chosen skills. **Once again, you can come back and change these later.* **Click Save to continue.**	
5) From the Percipio main page, you'll see two messages. **Click either Go to Compliance Now or View Compliance.**	

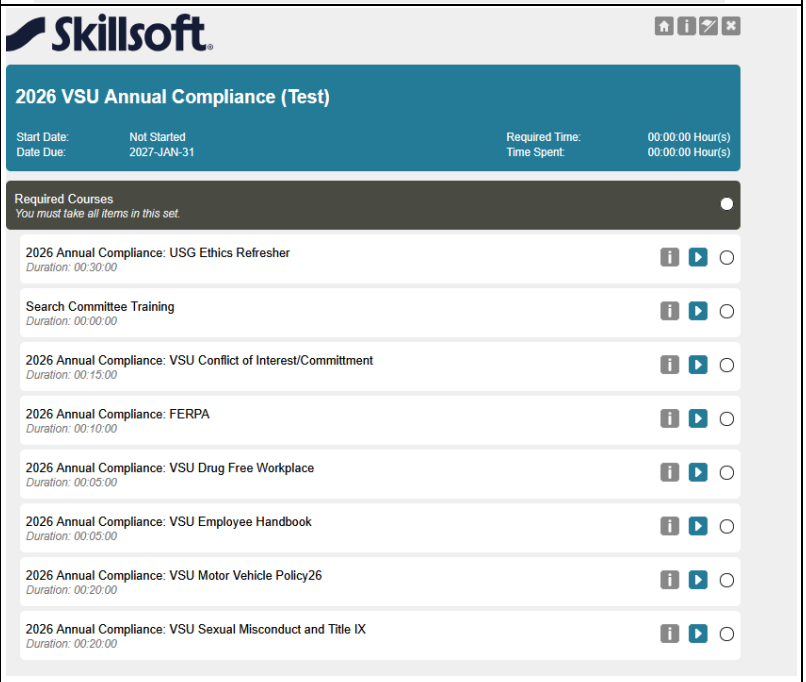
6) Here, you'll see your required compliance assignments.
Click anywhere inside the box with the Learning Program titled, *2026 Annual Compliance.*

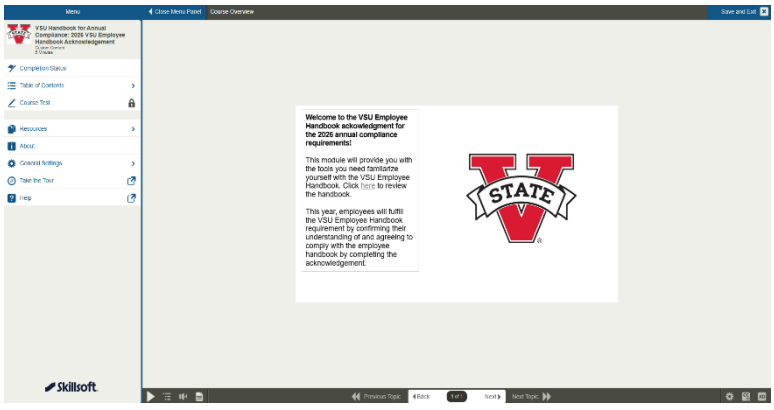


7) This will take you to the 2026 Annual Compliance learning program. There are eight (8) courses that are required.

To launch each module, click the blue play icon to the right side of each module.

This will launch the learning module in another tab. **You must click through each topic in order to release the "course test", which is either a quiz or the policy acknowledgment, in order to successfully complete each one.**

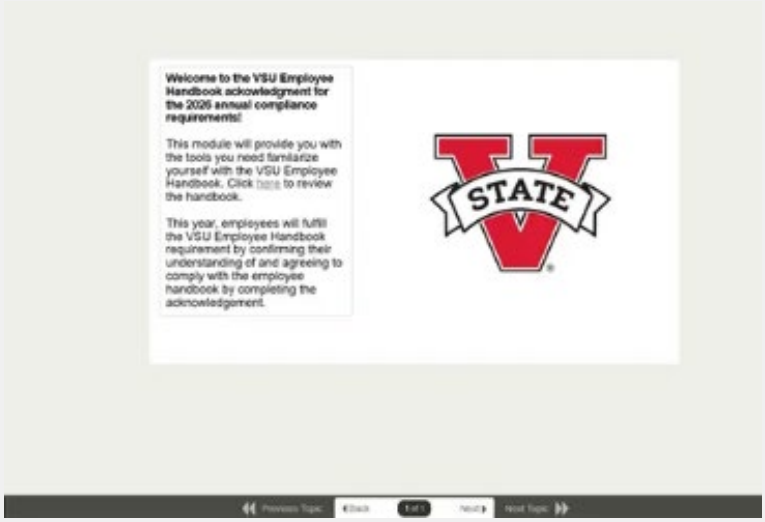




8) To navigate within the module, **use the following buttons in the bottom-center portion of your screen:**

- **Next and Back:** These move you within the pages of a section of the module (Intro, Lesson Overview, Lesson Contents, and Course Test).

  ***Do not click on skip topic**



** The "Next" button will be blue whenyou need to use it to navigate to the next page.*



- **Previous Topic and Next Topic:** These move you to the sections within the Table of Contents.
  **The "Next Topic" icon will blink when it's time to use this button to move on to the next section.*



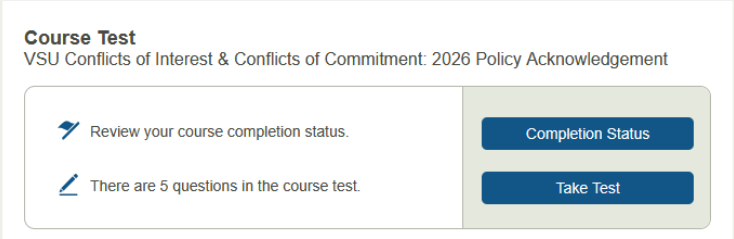
9) Once you've viewed all content, **the Course Test button will be available for you to click.**

**Note: The "Next" button will no longer be blue and c/ickable when it's time to take the Course Test*

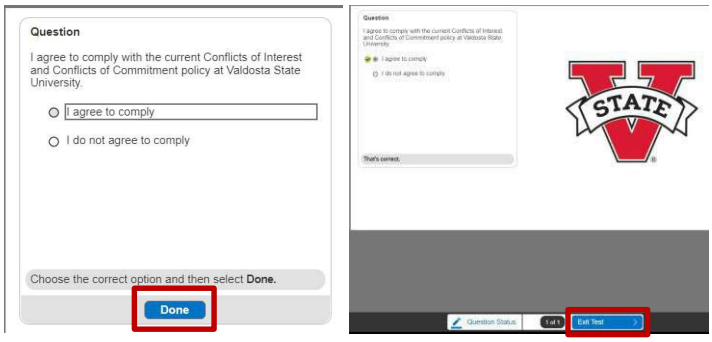


10) Click the Take Test button to continue.

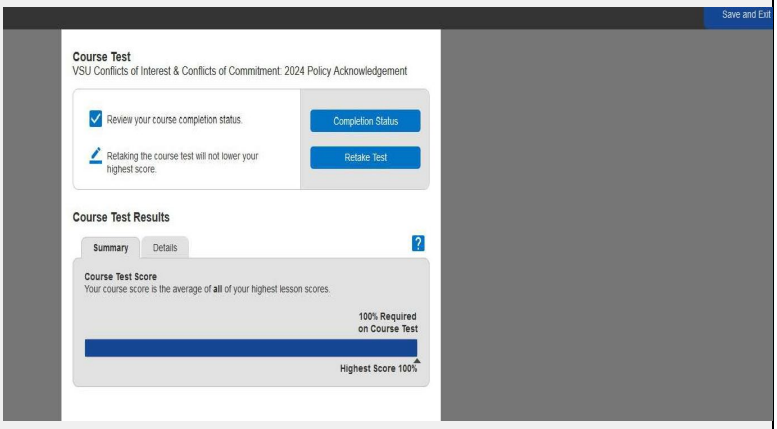
**Please note you must get a score of 80% or higher on the module quizzes. All modules require acknowledgement & understanding.*



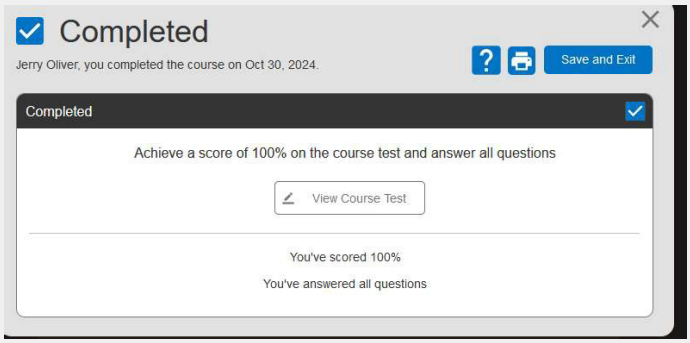
11) Please answer the policy acknowledgement accordingly and **click the blue Done button. Click the Exit Test icon to continue.**

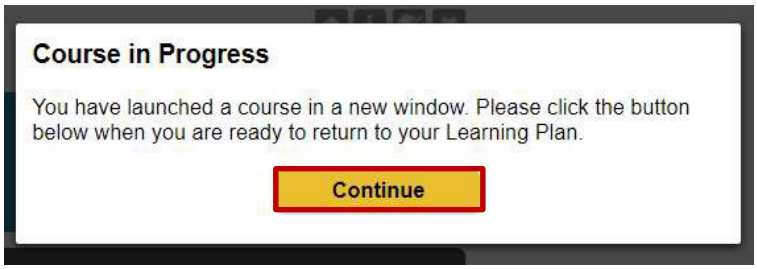
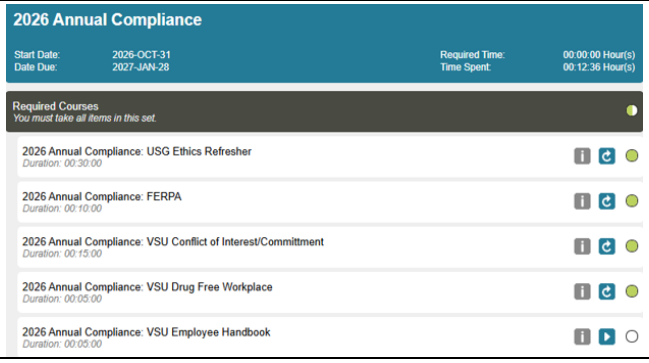


12) You should now see that your highest score and you can review your completion status. Once confirmed that you 've viewed all content and acknowledgement, **click the Save and Exit button in the upper-right portion of the screen.**



You will receive a pop-up that confirms your date of completion. **Click Save and Exit once again.**



13) Click the yellow Continue button.	
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.	

Congratulations! You've completed the 2026 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 training@valdosta.edu.

EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
VALDOSTA STATE UNIVERSITY