Accessing Annual Compliance: Skillsoft Percipio Job Aid
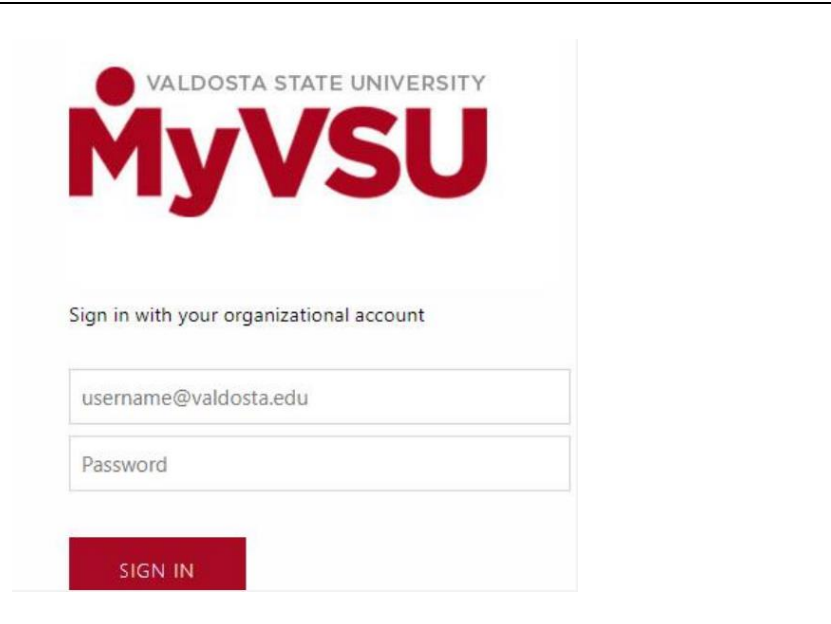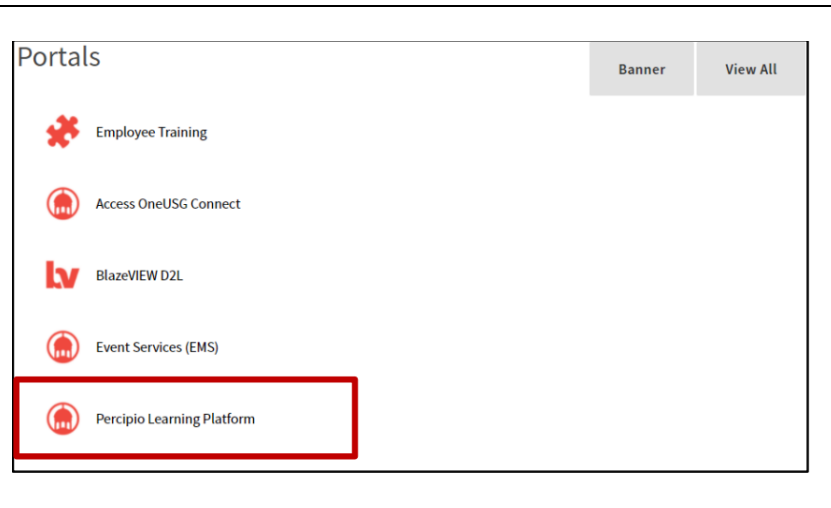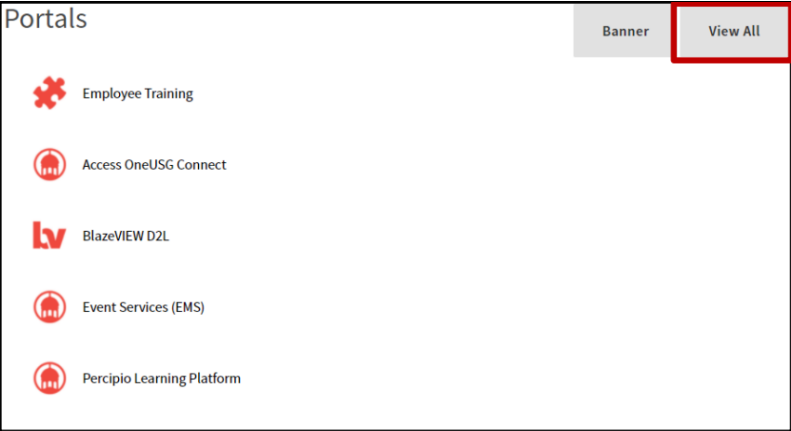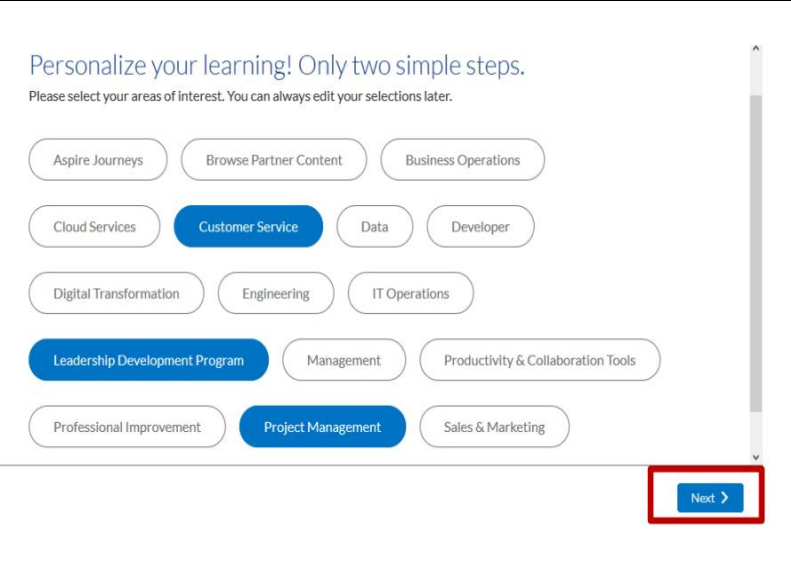
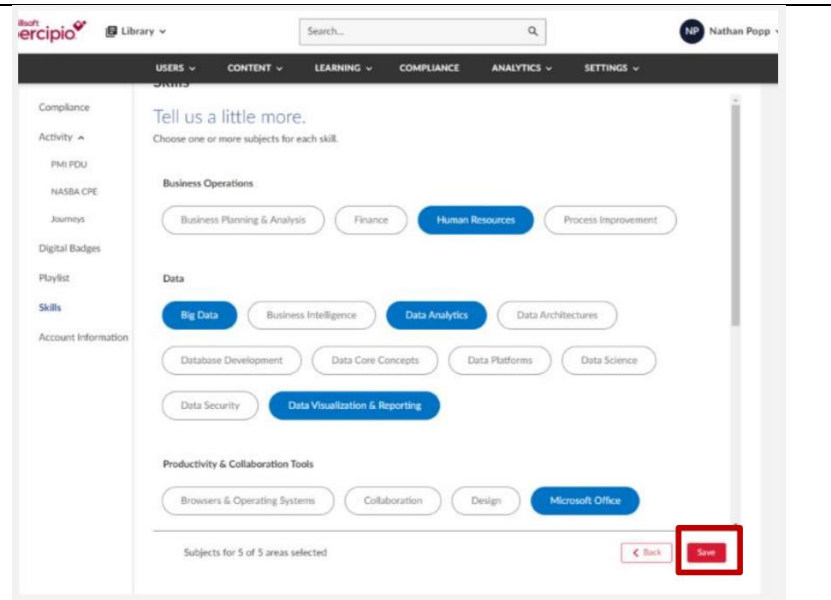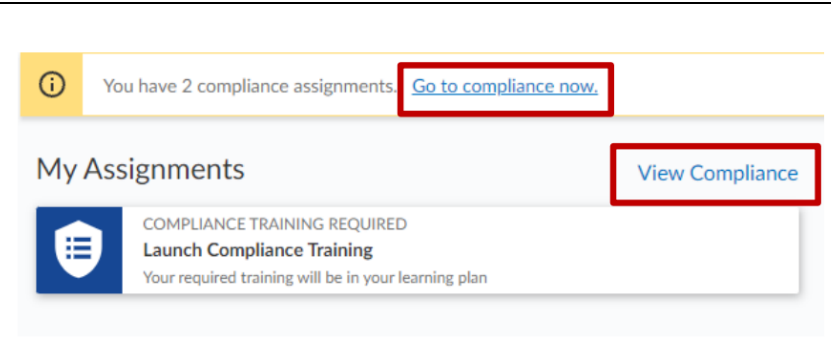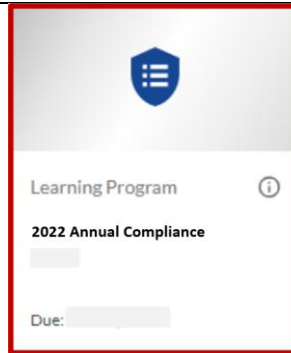|	
1) Go to MyVSU at www.valdosta.edu and log in. Percipio uses SSO (single sign on) credentials that enables you to have immediate access upon logging into MyVSU.	VALDOSTA STATE UNIVERSITY **MyVSU** Sign in with your organizational account username@valdosta.edu Password SIGN IN
2) From the MyVSU main 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.*	Portals Banner View All ✖ Employee Training Access OneUSG Connect **lv** BlazeVIEW D2L Event Services (EMS) Percipio Learning Platform

	Portals **Banner** **View All** ✖ Employee Training (m) Access OneUSG Connect **lv** BlazeVIEW D2L (m) Event Services (EMS) (m) Percipio Learning Platform
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	**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)** (Data) (Developer) (Digital Transformation) (Engineering) (IT Operations) **(Leadership Development Program)** (Management) (Productivity & Collaboration Tools) (Professional Improvement) **(Project Management)** (Sales & Marketing) **Next >**
4) Next, select specific areas of your chosen skills. *Once again, you can come back and change these later. Click Save to continue.	

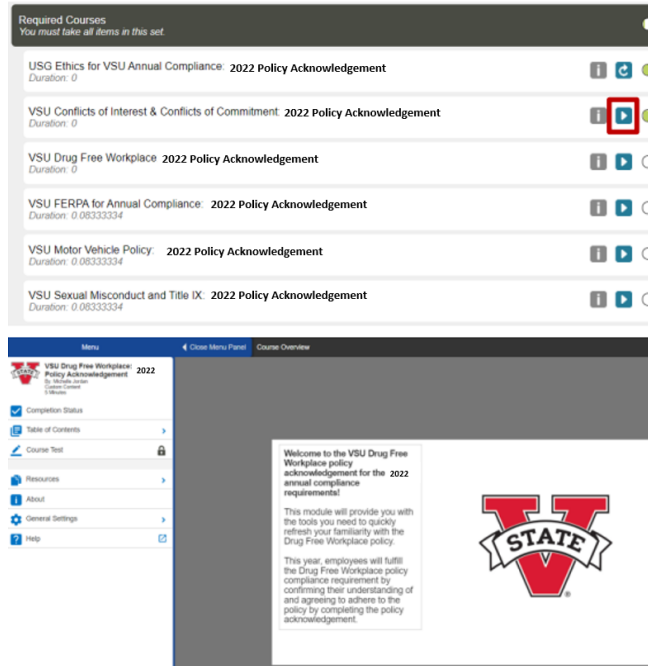|	
5) From the Percipio main page, you'll see two messages. Click either Go to Compliance Now or View Compliance.	

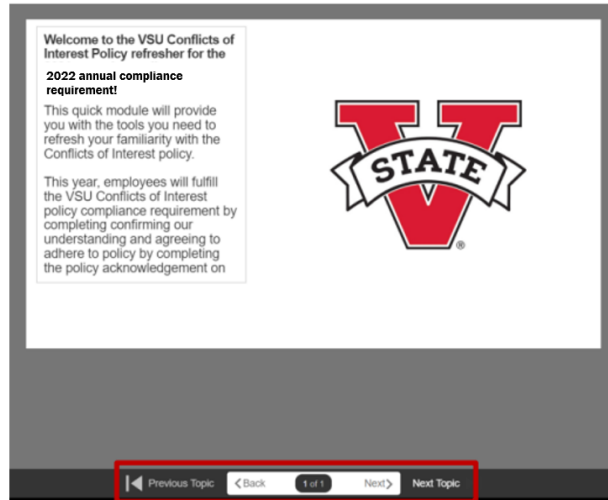|	
6) Here, you 'll see your required compliance assignments. Click anywhere inside the box with the Learning Program titled, 2022 Annual Compliance.	
7) This will take you to the 2022 Annual Compliance learning program. You 'll see a list of all six (6) courses that are required for acknowledgment. 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 the policy acknowledgment, in order to successfully complete each one.	

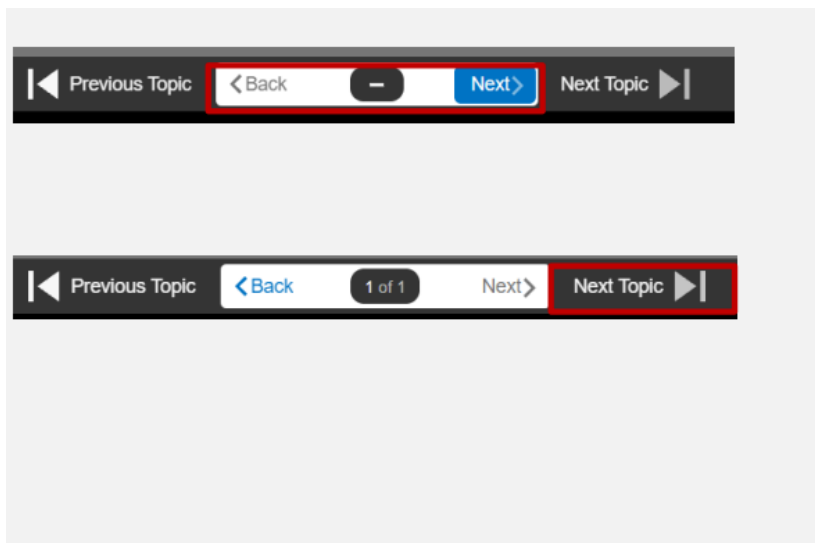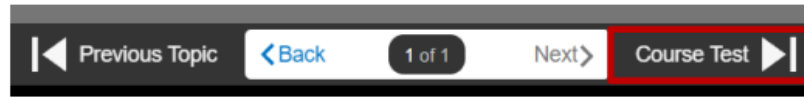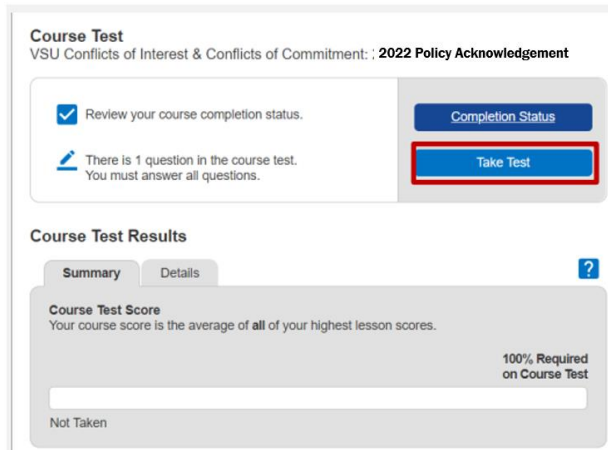|	
8) To navigate within the module, use the following buttons in the bottom -center portion of your screen: • Next and Back: These move you within the pages of a section of the module (Intro, Lesson Overview, Lesson Contents, and Course Test).	Welcome to the VSU Conflicts of Interest Policy refresher for the **2022 annual compliance requirement!** This quick module will provide you with the tools you need to refresh your familiarity with the Conflicts of Interest policy. This year, employees will fulfill the VSU Conflicts of Interest policy compliance requirement by completing confirming our understanding and agreeing to adhere to policy by completing the policy acknowledgement on ◄ 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 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.* *Please note that there are no audio or video elements to any of this year's modules and you'll only need the text content provided.*	◄ Previous Topic ‹Back — Next› Next Topic ►| ◄ Previous Topic ‹Back 1 of 1 Next› Next Topic ►|

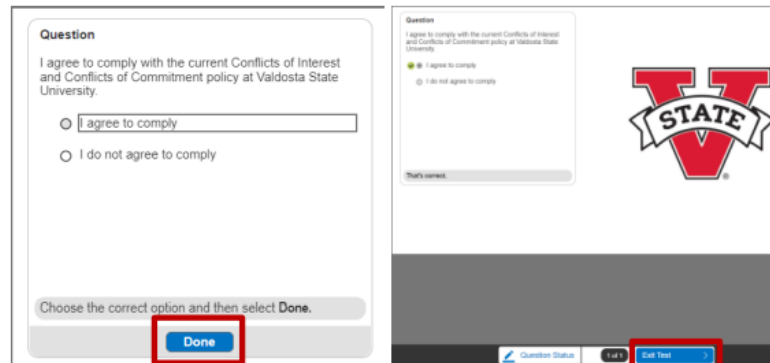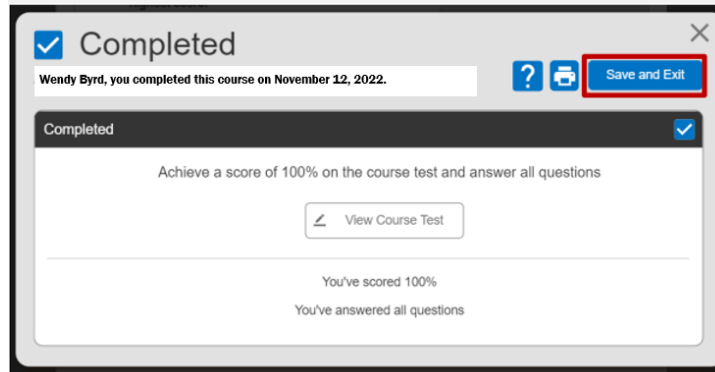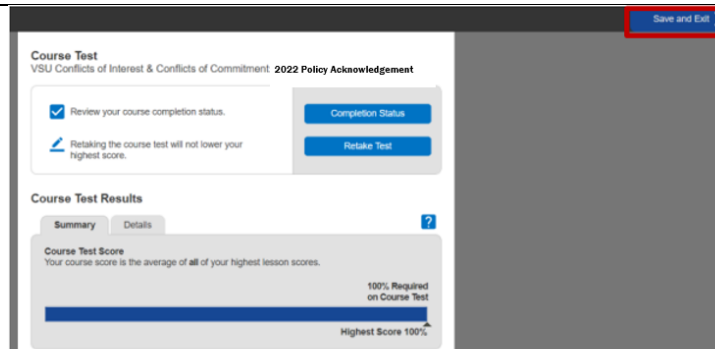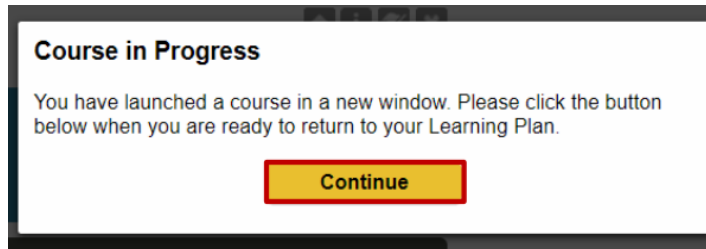|	
9) Once you've viewed all content, the Course Test button will be available for you to click. *Note: The "Next" button will no longer be blue and clickable when it's time to take the Course Test.*	
10) Click the **Take Test** button to continue.	
11) Please answer the policy acknowledgement accordingly and click the blue Done button. Click the Exit Test icon to continue.	

12) You should now see that your highest score is 100% and you can review your completion status. Once confirmed that you've viewed all content and scored 100% on the acknowledgment, click the Save and Exit button in the upper-right portion of the screen. You'll 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.	