

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.



Sign in

SIGN IN

Forgot your password?

[Two-Factor Management Portal](#)

- 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



BlazeVIEW D2L



Event Services (EMS)



Percipio Learning Platform

Portals

Banner

View All



Employee Training



Access OneUSG Connect



BlazeVIEW 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.

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.

ercipio Library Search... NP Nathan Popp

USERS CONTENT LEARNING COMPLIANCE ANALYTICS SETTINGS

Tell us a little more.
Choose one or more subjects for each skill.

Business Operations

Business Planning & Analysis Finance **Human Resources** Process Improvement

Data

Big Data Business Intelligence **Data Analytics** Data Architectures

Database Development Data Core Concepts Data Platforms Data Science

Data Security **Data Visualization & Reporting**

Productivity & Collaboration Tools

Browsers & Operating Systems Collaboration Design **Microsoft Office**

Subjects for 5 of 5 areas selected

Save

5) From the Percipio main page, you'll see two messages.

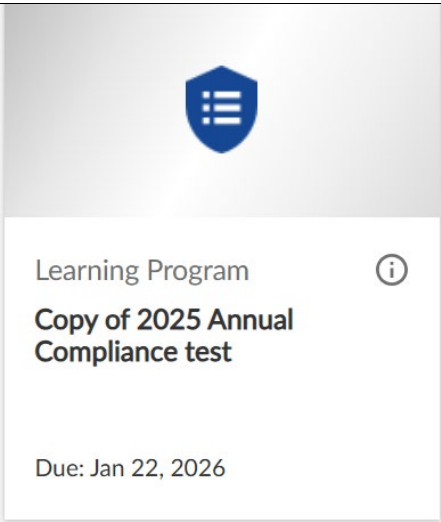
Click either Go to Compliance Now or View Compliance.

You have 2 compliance assignments **Go to compliance now.**

My Assignments **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, 2025 Annual Compliance.

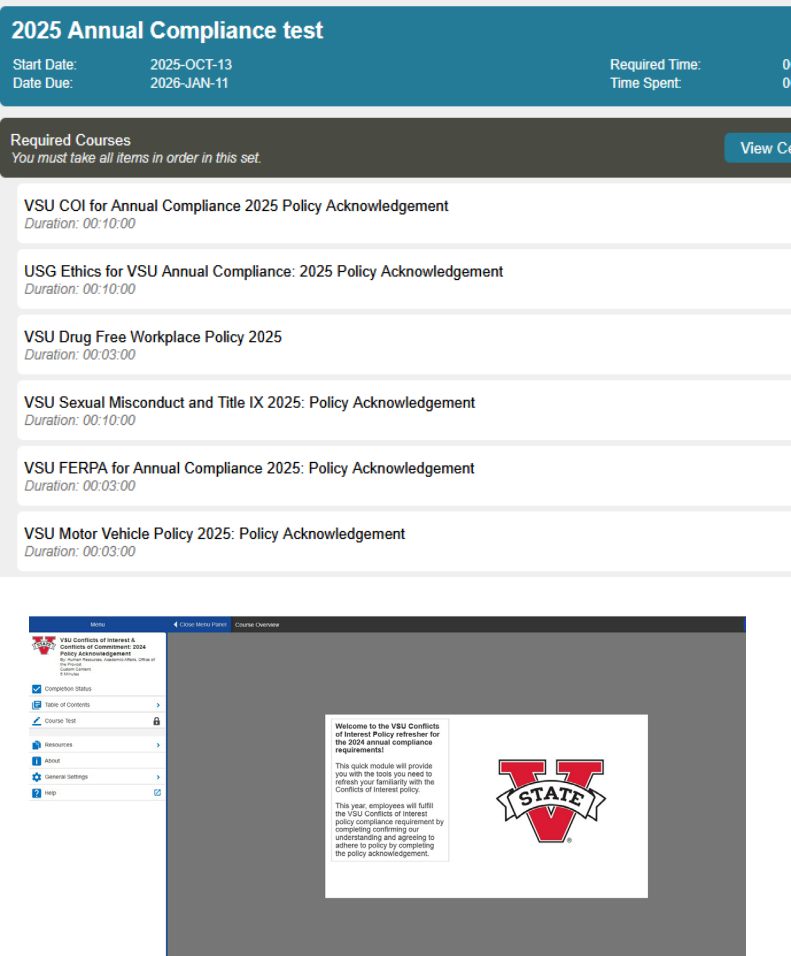


The screenshot shows a card for a Learning Program. At the top is a blue shield icon with a white list symbol. Below it, the text reads "Learning Program" followed by an information icon (i). The main title is "Copy of 2025 Annual Compliance test". At the bottom, it says "Due: Jan 22, 2026".

- 7) This will take you to the 2025 Annual Compliance learning program. You'll see a list of all six (6) 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 the policy acknowledgement, in order to successfully complete each one.**

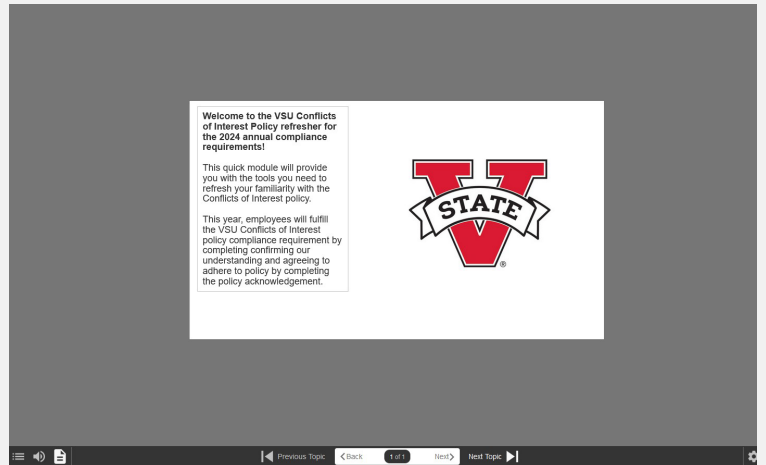


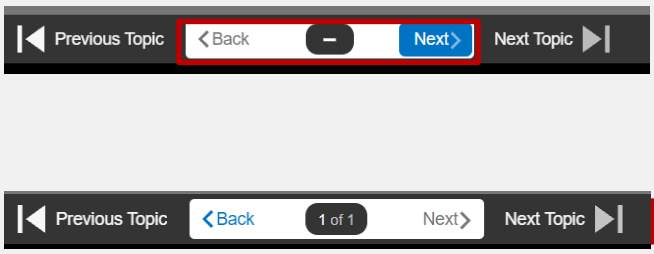

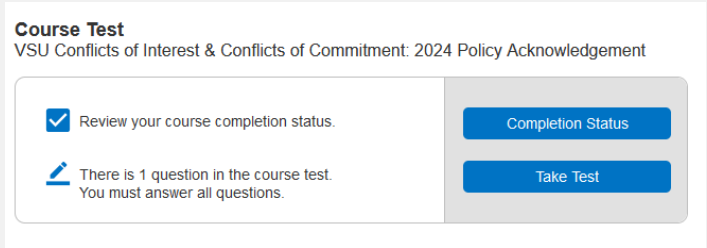
The screenshot displays the "2025 Annual Compliance test" interface. At the top, it shows the start and due dates (2025-OCT-13 to 2026-JAN-11) and required time. Below this is a list of "Required Courses" with a "View Cert" button. The courses listed are: VSU COI for Annual Compliance 2025 Policy Acknowledgement, VSU Ethics for VSU Annual Compliance: 2025 Policy Acknowledgement, VSU Drug Free Workplace Policy 2025, VSU Sexual Misconduct and Title IX 2025: Policy Acknowledgement, VSU FERPA for Annual Compliance 2025: Policy Acknowledgement, and VSU Motor Vehicle Policy 2025: Policy Acknowledgement. Below the list is a "Course Overview" for the first course, which includes a menu on the left and a main content area with a welcome message and the VSU logo.

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**



<p><i>* The “Next” button will be blue when you need to use it to navigate to the next page.</i></p> <ul style="list-style-type: none"> Previous Topic and Next Topic: These move you to the sections within the Table of Contents. <i>*The “Next Topic” icon will blink when it’s time to use this button to move on to the next section.</i> <p>Ethics Module: You are encouraged to watch the 20 minute video. COI Module: You must acknowledge the policy, view the presentation, and complete the quiz.</p>	
<p>9) Once you’ve viewed all content, the Course Test button will be available for you to click.</p> <p><i>*Note: The “Next” button will no longer be blue and clickable when it’s time to take the Course Test.</i></p>	
<p>10) Click the Take Test button to continue.</p> <p><i>*Please note you must get a score of 100% on the COI /COC module quiz. All other modules, require acknowledge & understanding.</i></p>	

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

The screenshot shows a 'Question' box with the text: 'I agree to comply with the current Conflicts of Interest and Conflicts of Commitment policy at Valdosta State University.' Below this text are two radio button options: 'I agree to comply' (which is selected) and 'I do not agree to comply'. At the bottom of the question box is a blue 'Done' button. To the right of the question box is a Valdosta State University logo. Below the logo is a 'Question Status' section with a 'Exit Test' button. At the bottom of the screen, there is a 'Question Status' bar with a 'Exit Test' button.

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

The screenshot shows the 'Course Test' results for 'VSU Conflicts of Interest & Conflicts of Commitment: 2024 Policy Acknowledgement'. It includes a 'Review your course completion status' section with a 'Completion Status' button. Below this is a 'Course Test Results' section with a 'Summary' tab selected. The 'Course Test Score' is displayed as '100% Required on Course Test' and 'Highest Score 100%'. In the top right corner, there is a 'Save and Exit' button. Below the main content, there is a 'Completed' pop-up window that says 'Jerry Oliver, you completed the course on Oct 30, 2024.' and includes a 'View Course Test' button.

13) Click the yellow Continue button.

The screenshot shows a 'Course in Progress' screen with the text: 'You have launched a course in a new window. Please click the button below when you are ready to return to your Learning Plan.' Below this text is a 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.

2025 Annual Compliance test		
Start Date:	2025-01-01	Required Time: 00:00:00 Hours(s)
End Date:	2025-01-11	Time Spent: 00:13:48 Hours(s)
Required Courses You must pass all items in order in this set		
View Certificate		
VSU COI for Annual Compliance 2025 Policy Acknowledgement	1	100%
USG Ethics for VSU Annual Compliance: 2025 Policy Acknowledgement	1	100%
VSU Drug Free Workplace Policy 2025	1	100%
VSU Sexual Misconduct and Title IX 2025: Policy Acknowledgement	1	100%
VSU FERPA for Annual Compliance 2025: Policy Acknowledgement	1	100%
VSU Motor Vehicle Policy 2025: Policy Acknowledgement	1	100%

Congratulations! You've completed the 2025 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
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