Job Aid: Accessing Percipio

Introduction

Percipio is an online learning platform that can be accessed from any home computer, desktop computer, tablet, iPhone or other devices that can connect to the internet.

You can access your Percipio account now by using this link or by going to onlinelearning.uncc.edu.

Percipio courses may be completed anytime and anywhere employees can access the platform and from any device that can connect to the internet. Note: Employees must use their NinerNET Credentials (user name and password) to login to Percipio.

As a new user to Percipio, you will begin by completing required compliance training in Percipio Compliance.

Percipio mobile App

Employees choosing to access the Percipio platform from their smartphone or tablet can download the Percipio Mobile App. The first time that you open the App:

1. Enter UNC Charlotte as the site, and
2. Select corporate credentials to use your single-serve login.

How to access Percipio

Follow the steps as listed below to access Percipio Compliance.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1    | From any home computer, desktop computer, tablet, iPhone, or other devices that can connect to the internet go to:  
\* onlinelearning.uncc.edu.  
Note: You may be prompted to enter your NinerNET credentials (user name and password). |
| 2    | Once logged in, you will see your Percipio Dashboard as pictured below. |
3 You will see your COMPLIANCE TRAINING REQUIRED on your Percipio Dashboard as pictured below.

4 Click on the words “Launch Compliance Training” as shown below.

5 You will see a linear list of all Required Compliance Assignments with a total in parenthesis ( ) as demonstrated below.
You will notice that each Web-based Training is noted by an individual course icon including the following information and as pictured below:

- the type of training (web-based, etc.)
- the title of the training, and
- the due date.

Click on the first icon or any icon in the series on your Percipio Compliance Dashboard to begin your training.

You will be asked to select either agree or disagree for Conditions of Self-Monitored Training for {{ your name }}, and
- Click on the word “Agree”.

The actions performed in item #8 will prompt the web-based training to begin as demonstrated below.
10 Once you complete the web-based training, you will be prompted to take the Course Test as demonstrated below.

11 Click on Take Test as shown in the second blue button and as pictured below.  
Note: a 100% is required on tests. If you have been unsuccessful in your first attempt, you will be prompted to retake the test.

12 Once you have successfully passed the test, review your course completion status by choosing Completion Status as shown in the first blue button and as pictured below.
You will be directed to the last and final screen of the course which will allow you to choose from the following options and as pictured below:

- Print Report
- Close, or
- View Course Test.

Choose the Close option.

Choose Exit noted by the word “Exit” and a large letter X at the top right side of your screen and as demonstrated below.

Choose Exit Course as shown in the second blue button and as pictured below.
Congratulations! You have now finished a web-based training in Percipio Compliance and will return to your Dashboard and Learning Plan.

Receiving help with Percipio

Remember! If you need help accessing Percipio or need general assistance with UNC Charlotte technology call:
• 7-5500 from any desk phone, or call
• 704-687-5500 from any phone.