



Rensselaer

Accessing Required Learning Modules in *Percipio*

Login and Completion Instructions

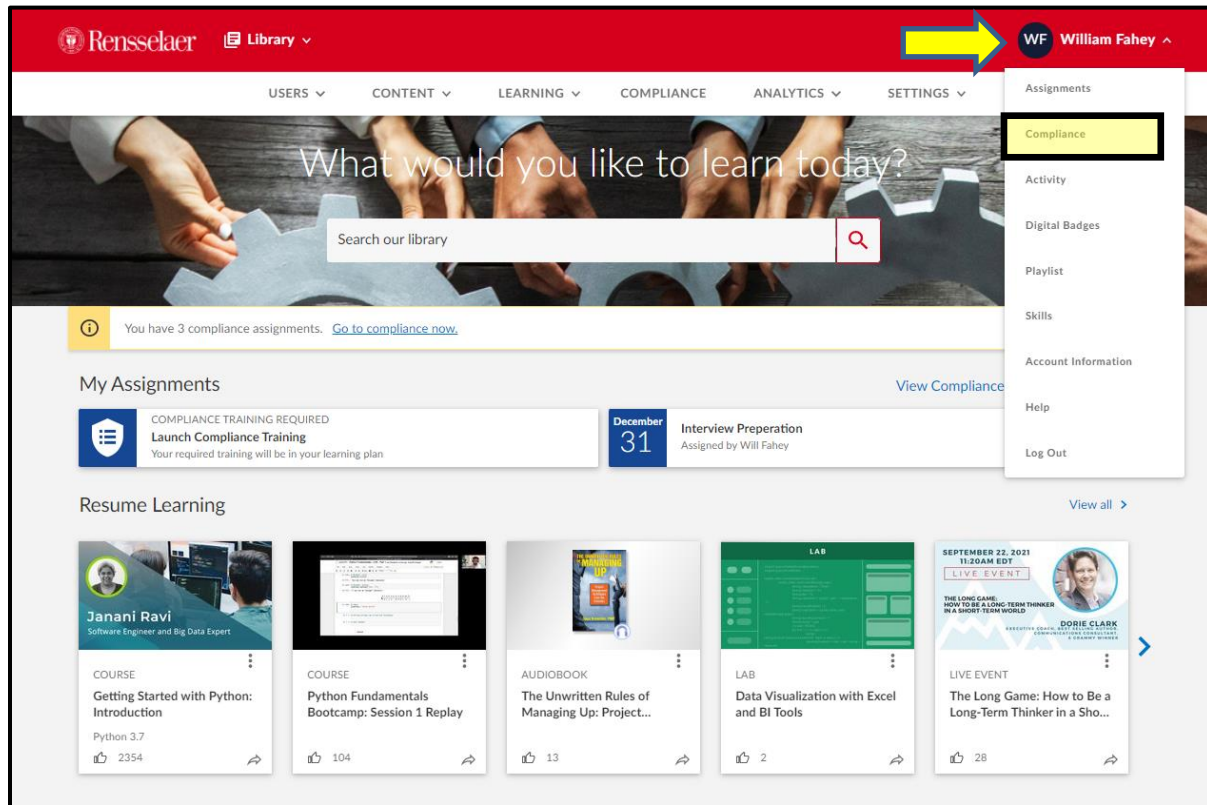
Step #1: Go to <https://rpi.percipio.com> (Also available from RPI Info page)

Use your RCS credentials to login through the “single sign on” feature of *Percipio*.

Note: If you are unable to login to the site, submit a support request: <https://support.rpi.edu>

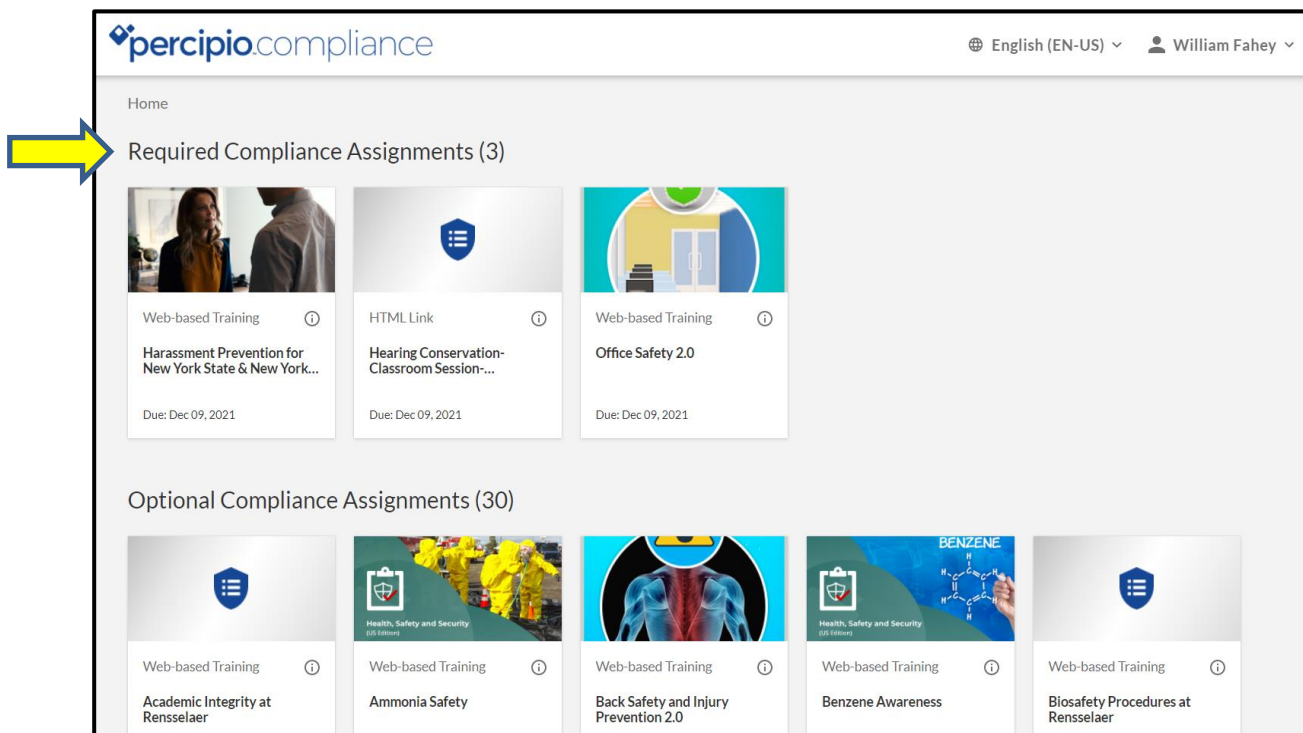
Step #2: Once you are logged into *Percipio*, you **may** see a “My Assignments” banner near the top of your homepage. If you do, this indicates that you have “assigned” courses that require completion. You can access the courses via the link.

Step #2A: If you **do not** see a “My Assignments” banner, but have been asked to complete a module(s) proceed to the “My Profile (Your Name)”---then “Compliance” menus in the top right hand corner of your screen.



The screenshot shows the Rensselaer Library homepage. The user is logged in as William Fahey (WF). The top navigation bar includes links for USERS, CONTENT, LEARNING, COMPLIANCE, ANALYTICS, and SETTINGS. A yellow arrow points to the user profile in the top right corner, which has a dropdown menu open. The 'Compliance' option in the dropdown is highlighted with a black box. Below the navigation bar, there is a search bar and a banner with the text 'What would you like to learn today?'. A notification bar indicates 'You have 3 compliance assignments. Go to compliance now.' Below this, the 'My Assignments' section shows a 'Launch Compliance Training' button and a 'December 31 Interview Preparation' assignment. The 'Resume Learning' section displays a carousel of various learning items, including courses, audiobooks, and live events.

Step #3: You are now in Percipio Compliance. You will most likely see two carousels. The top carousel contains compliance courses that are “assigned” to you and require completion.



The screenshot shows the Percipio Compliance homepage. The user is logged in as William Fahey. The page is titled 'Home' and shows 'Required Compliance Assignments (3)' and 'Optional Compliance Assignments (30)'. A yellow arrow points to the 'Required Compliance Assignments' section. The 'Required Compliance Assignments' section displays three items: 'Web-based Training' for 'Harassment Prevention for New York State & New York...', 'HTML Link' for 'Hearing Conservation-Classroom Session...', and 'Web-based Training' for 'Office Safety 2.0'. The 'Optional Compliance Assignments' section displays five items: 'Web-based Training' for 'Academic Integrity at Rensselaer', 'Web-based Training' for 'Ammonia Safety', 'Web-based Training' for 'Back Safety and Injury Prevention 2.0', 'Web-based Training' for 'Benzene Awareness', and 'Web-based Training' for 'Biosafety Procedures at Rensselaer'.

Step #4: The bottom carousel (**Optional Compliance Assignments**) contains compliance courses that may be required of you based on your specific work on campus. Scroll down the page to find the course(s) that you have been asked to complete-they are in alphabetical order.

The screenshot shows the Percipio Compliance dashboard. At the top, the logo "percipio.compliance" is on the left, and "English (EN-US)" and "William Fahey" are on the right. Below the header, the "Home" section displays "Required Compliance Assignments (3)". These include: "Web-based Training: Harassment Prevention for New York State & New York..." (Due: Dec 09, 2021), "HTML Link: Hearing Conservation-Classroom Session..." (Due: Dec 09, 2021), and "Web-based Training: Office Safety 2.0" (Due: Dec 09, 2021). A yellow arrow points to the "Optional Compliance Assignments (30)" section below. This section contains two rows of assignments: "Academic Integrity at Rensselaer", "Ammonia Safety", "Back Safety and Injury Prevention 2.0", "Benzene Awareness", "Biosafety Procedures at Rensselaer", "Cadmium", "Campus Security Obligations Under Federal Law", "Carcinogen Safety", "Chlorine Safety", and "Defensive Driving 2.0". A yellow arrow points down from the right side of the Optional Assignments section.

Step #5: If you do not find your course in the carousel, check your "Training History" using the dropdown menu in the right hand corner of your screen-you may have already completed the compliance course. You can also obtain a completion certificate here.

This screenshot shows the same Percipio Compliance dashboard as the previous one, but with the dropdown menu in the top right corner open. The menu options are: "Back to Learning", "Administrative Tasks", "Assignments", "Training History", "Help", and "Sign Out". A yellow arrow points to the "Training History" option. The "Required Compliance Assignments (3)" and the top of the "Optional Compliance Assignments (30)" section are visible below the menu.

Note: If you experience any performance issues with the content, such as browser irregularities, content that won't launch, audio problems, etc. you should utilize the "Help" function which can be accessed via the "My Profile" menu in the top right hand corner of your home screen. This provides access to several modes of on-line and telephonic assistance.

