

# Percipio Online Learning: quick start guide

Do you want to improve your IT, business, management, security skills, and more but struggle to find the time to attend a training course?

**Percipio** offers University staff and students FREE access to online learning, including video tutorials, e-books, and audiobooks covering MS Office, Adobe Creative Suite and more.

Once you have registered with us, you can study at your convenience and at a pace that suits you. All you need is an internet connection.

## Getting started



## Register

To access Percipio, you must first **register** with us - the Training and Documentation team. We will provide you with a user account to log into Percipio, select courses to create your personalised learning package, and track your progress.

1. Open a web browser and go to [Percipio Online Learning](#)
2. Click the link to download a registration form ([percipio-registration-form.docx](#)).
3. Complete the form and return it by email to [tad@abdn.ac.uk](mailto:tad@abdn.ac.uk)

## Log in

We will send you a welcome email when your user account is ready. This will include your log in details. Please keep this information safe as you will need it later.

1. Open a web browser and go to: [University of Aberdeen Percipio Login](#)
2. Log in with the user ID and password provided in your welcome email.
3. Select the topic(s) you are interested in and click **Done**.

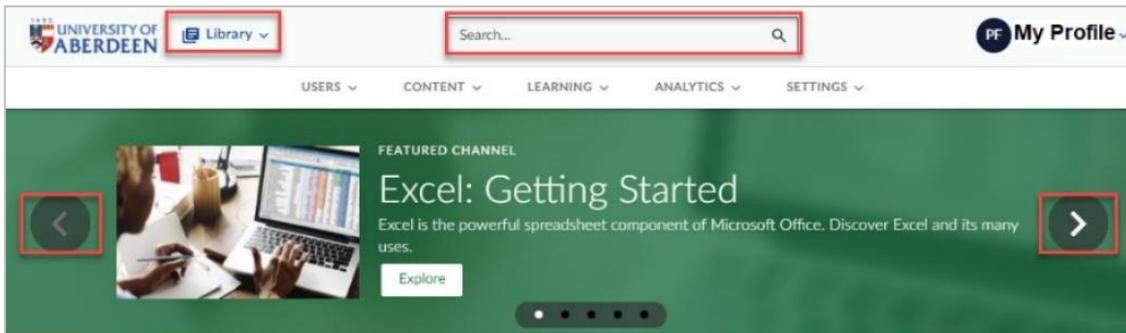


You will only see this screen the *first* time you log in; however, if you want to return to it at any time to add, change or remove topics, simply click **My Profile** (your name) at the top right of the Percipio screen and click **Skills**

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## Learn

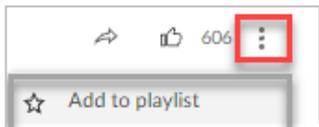
The home screen offers several ways to find learning material:



- Use the search box to search for all types of content or explore our featured channels.
- Click **Library** at the top of the home screen to browse the subject areas.
  - The Percipio **Library** is a list of all available online learning material categorised by topic, e.g. Skills Areas, Certifications or Aspire Journeys.
  - Click on the topic that interests you to view a list of related learning channels.
  - Click on a channel to browse its contents.

Most channels contain video tutorials, courses, e-books and audiobooks. Click on an item to watch, read it or practice.

- You can add an item to your **Playlist** by clicking the **three vertical dots** icon at the top right and selecting **Add to playlist**.



You can also share it with other colleagues and like the content.

- Scroll down to the bottom of the home screen to the **Popular Channels** section.
  - Here, Percipio displays a list of topics based on your interests. Click a channel to browse its contents.



You can return to the home screen at any time by clicking the University of Aberdeen logo on the top left



## Working with learning material

Once you have found the material you want, Percipio makes it easy to find it again.

- The **Resume Learning** area on the home page displays a list of items you've started watching or reading so you can pick up where you left off.
- Adding items or channels to your **Playlist** also makes them easier to find again. Click the **three vertical dots** icon at the right of an item or channel to add it to your playlist.



Once you have added items to your Playlist, you'll see it displayed on the home screen and also under **My Profile**, at the top right of the home screen

- For additional help on using Percipio, click **My Profile** and select **Help** from the menu. Click **Knowledge Base** to view the guidance [for Learners](#).

## Using the Percipio Learning App

If you have an **iOS** or **Android** device, you can download the FREE **Percipio** app. It allows you to access your online learning materials from your device and synchronises with the web app, allowing you to resume learning you started on your laptop or desktop.



1. Search the iOS App Store or Google Play Store for Percipio.
2. Install and open the free app.
3. Type **abdn** as the site name and tap **Next**.
4. Log in with your Percipio username and password.
5. Use the search function to explore and discover mobile content or resume your learning.

## Further information and help

- You can find detailed [user guides and video tutorials online](#)
- You can also use MyIT to log calls: [myit.abdn.ac.uk](http://myit.abdn.ac.uk)