

# Skillsoft Percipio: Step-by-Step Guide

## Accessing Assigned Training

Assigned courses are required by the university for compliance with university, state, and/or federal regulations. These courses have a specific due date, such as a need to complete them within the first 30 days for a new hire and may have a recurrence every year thereafter. When you are assigned training, you will receive email notifications and reminders until you complete the training.

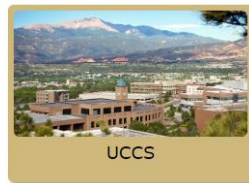
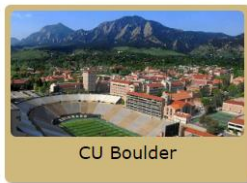
For information about the Percipio mobile app, visit the following page:

[https://documentation.skillsoft.com/en\\_us/percipio/Content/B\\_Learner/Mobile/mbi\\_assignments.htm](https://documentation.skillsoft.com/en_us/percipio/Content/B_Learner/Mobile/mbi_assignments.htm)

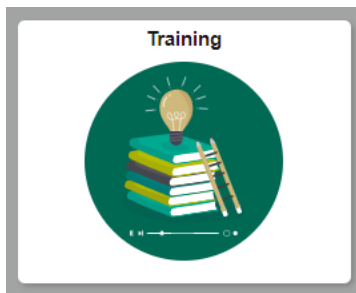
If you have successfully completed the course and quiz, you may access the course at any time for review, but it will not update the completion date until it is due to be completed again.

To access assigned content:

1. Access the employee portal at [my.cu.edu](https://my.cu.edu)
2. Click the tile for your campus.



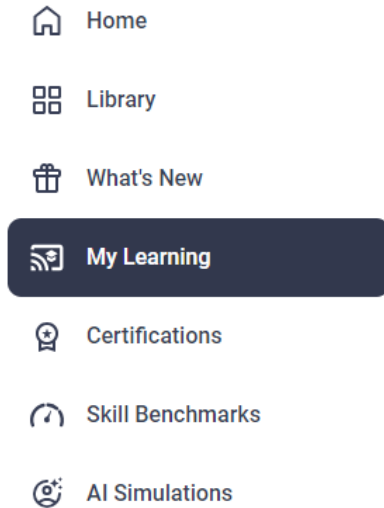
3. Enter your credentials for accessing your campus' employee portal.
4. Once in the portal, select the **Training** tile.



5. Select the **Skillsoft Percipio** tile.

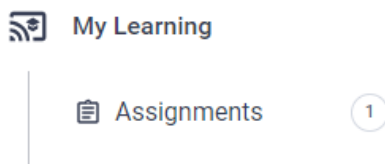


6. On the Percipio home page, select **My Learning** from the menu on the left.



7. From the Activity section, select **Assignments**.

Courses that have been assigned to you can still be accessed through the Library or a general search.



8. Click the icon for the assignment or Show Details to review the courses listed in the assignment.

## Assignments

Complete your assignment by the due date shown.



Jun

30

Due on 06/30/2024

Not Started

**Assign Test**

Assigned by null null

[Show Details](#) ▼

9. Click the title of the course you need to complete.  
**Note:** Each course launch page will state if the course was not started or completed.
10. Click the **Launch** button on the course page. Make sure that your popup blocker is disabled.  
**Note:** The assignment will be marked completed and you will receive a completion score after you have completed all the items in the assignment. If you must provide a completion certificate for the

assignment, please review the *Downloading Online Course Completion Certificates Step-by-Step Guide*.