



## Accessing Assigned and Required Learning Courses 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.**

Rensselaer Shibboleth Identity Provider

Enter your Username and Password

Username

Password

Login

Account Help on dotcio.rpi.edu

Division of the Chief Information Officer, Rensselaer Polytechnic Institute, 110 8th St. Troy, NY 12180, (518) 276-7777

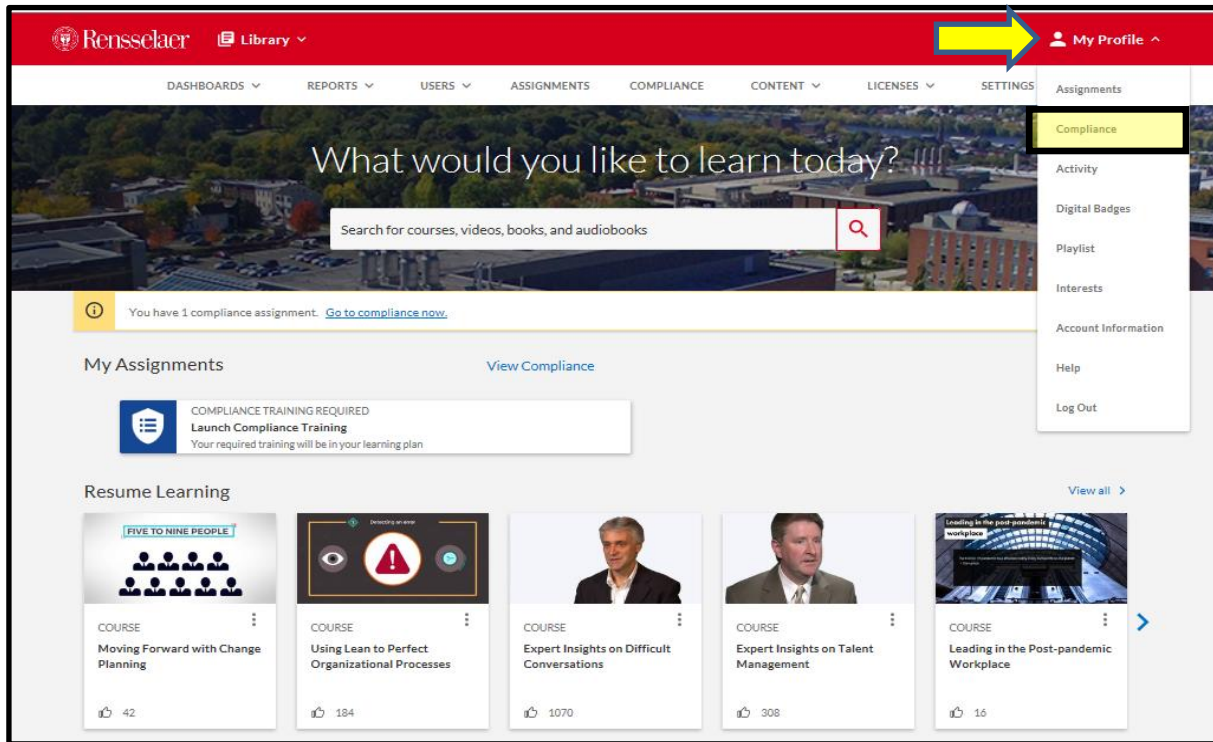
Webmail | LMS | SIS | Respite | Libraries | Events | RPIInfo | RPI Home

**Note:** If you are unable to login to the site, contact Will Fahey at 518-276-2318 - [faheyw@rpi.edu](mailto:faheyw@rpi.edu)

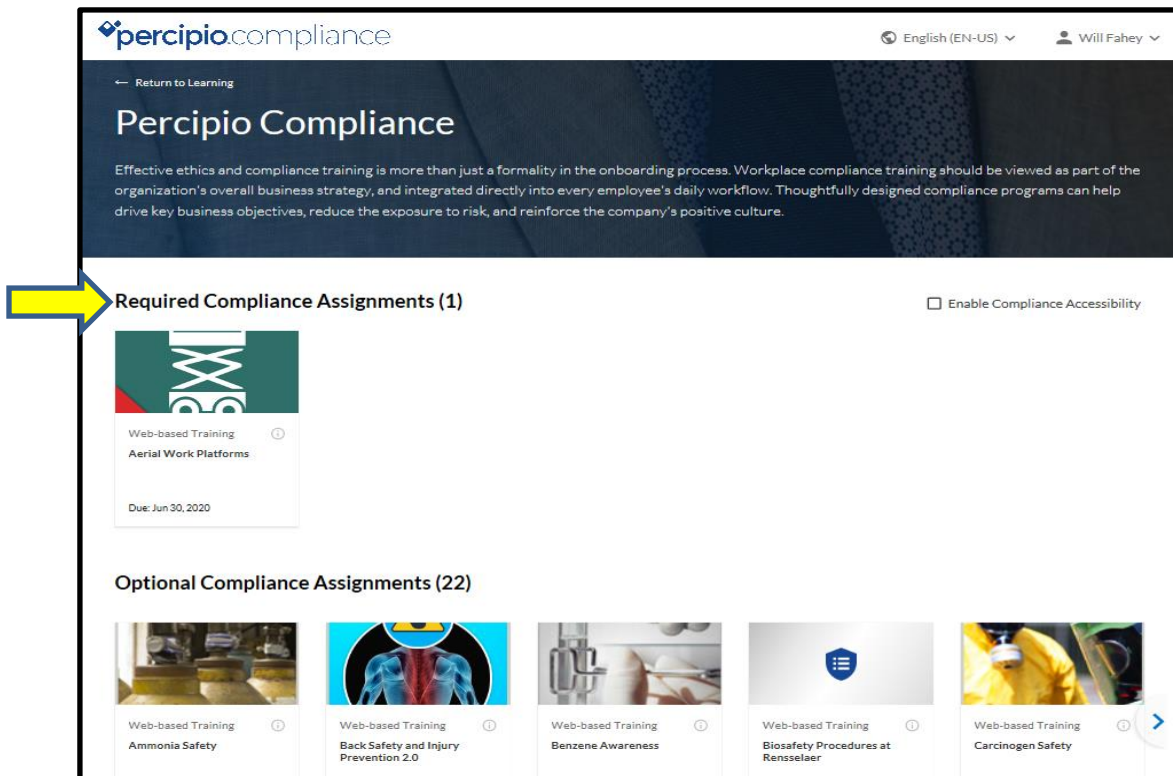
**or submit a support request:** <https://support.rpi.edu>

**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 any “My Assignments” banner, proceed to the “My Profile”----then “Compliance” menus in the top right hand corner of your screen.



**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.



**Step #4:** The bottom carousel (**Optional Compliance Assignments**) contains compliance courses that may be required of you based on your specific work on campus. Use the scroll-arrow to the right side of the carousel 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, there is a header with the Percipio logo, language settings (English (EN-US)), and a user profile (Will Fahey). Below the header, there is a section for "Required Compliance Assignments (1)" with a sub-section for "Aerial Work Platforms" due on Jun 30, 2020. Below this is a section for "Optional Compliance Assignments (22)" with a carousel of five training cards: "Ammonia Safety", "Back Safety and Injury Prevention 2.0", "Benzene Awareness", "Biosafety Procedures at Rensselaer", and "Carcinogen Safety". A yellow arrow points to the "Optional Compliance Assignments" section, and a red circle highlights the right-side scroll arrow on the "Carcinogen Safety" card.

**Step #5:** If you do not find your course in the carousel, check your "Compliance History" at the bottom of the page-you may have already completed the compliance course

The screenshot shows the "Compliance History" section of the Percipio Compliance dashboard. It features a search bar and a table with columns for Content, Type, and Completed. A yellow arrow points to the "Compliance History" section. The table lists several completed courses with their completion dates and certificate links.

Content	Type	Completed	Certificate
Responding to an Active Shooter-Rensselaer Polytechnic Institute Version	Web-based Training	Jan 16, 2019	Certificate
Global Safety Short: Asbestos Awareness	Web-based Training	Jan 02, 2019	Certificate
Global Safety Short: Electrical Safety Principles	Web-based Training	Jan 02, 2019	Certificate
Global Safety Short: Ergonomics for Safety	Web-based Training	Jan 02, 2019	Certificate
Global Safety Short: Slips, Trips, and Falls	Web-based Training	Jan 02, 2019	Certificate
Bloodborne Pathogens Impact: Controls That Reduce or Eliminate Transmission	Web-based Training	Dec 18, 2018	Certificate
Employment Eligibility Verification-Rensselaer Polytechnic Institute Version	Web-based Training	Dec 17, 2018	Certificate

**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.

