

Learning Management System (LMS) Participant User Guide

1 Introduction

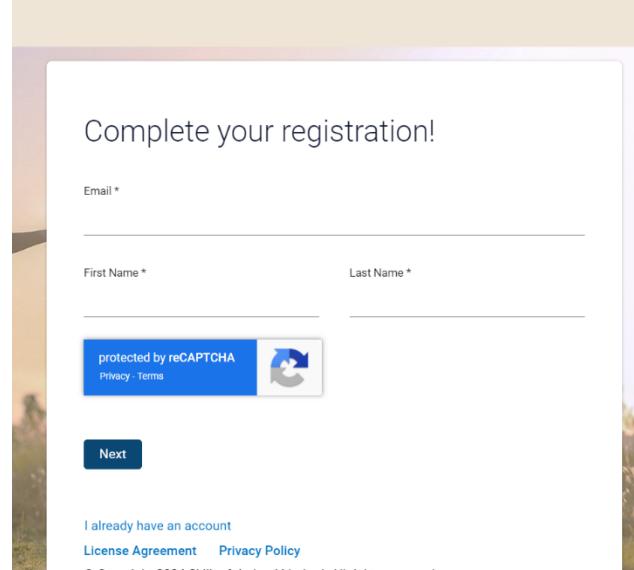
The Learning Management System (LMS), (also known as Percipio), is a software platform used for creating, managing, delivering, and tracking educational or training programs.

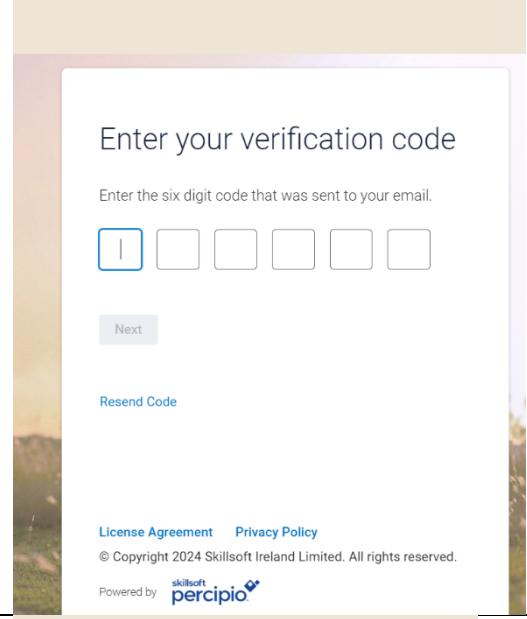
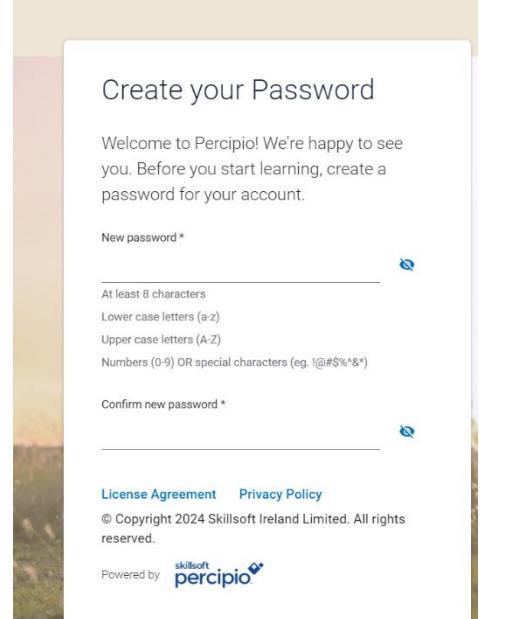
LMS enables organizations to create and store training materials and track their efficacy. The goal of an LMS is to make learning more organized, accessible, effective, and scalable.

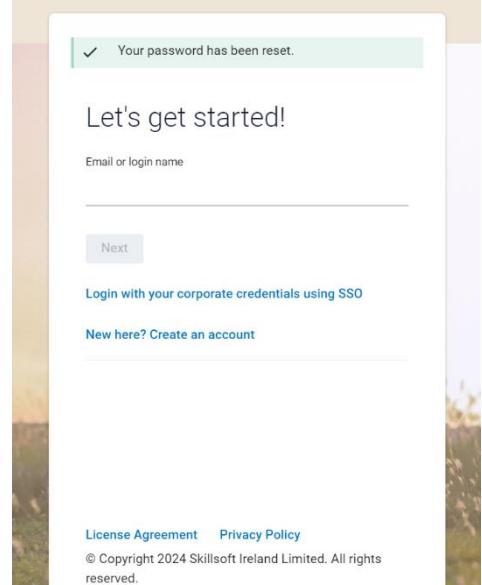
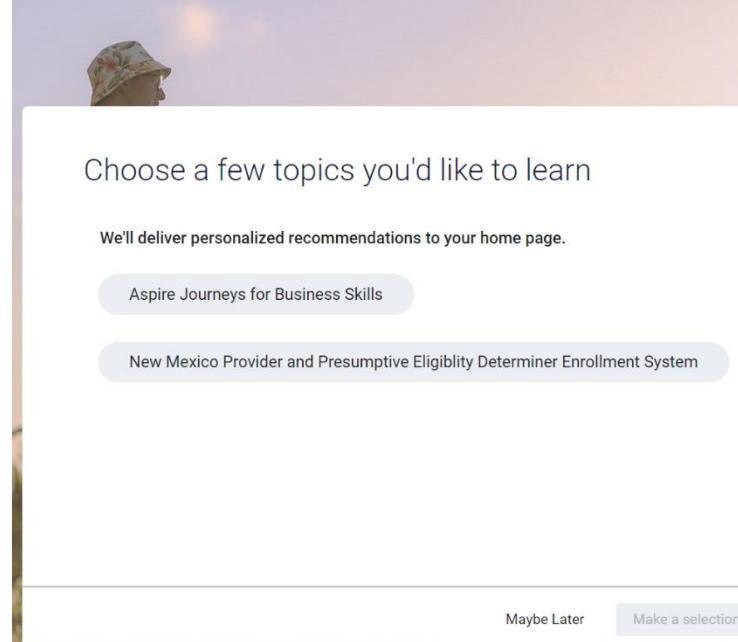
2 Accessing LMS

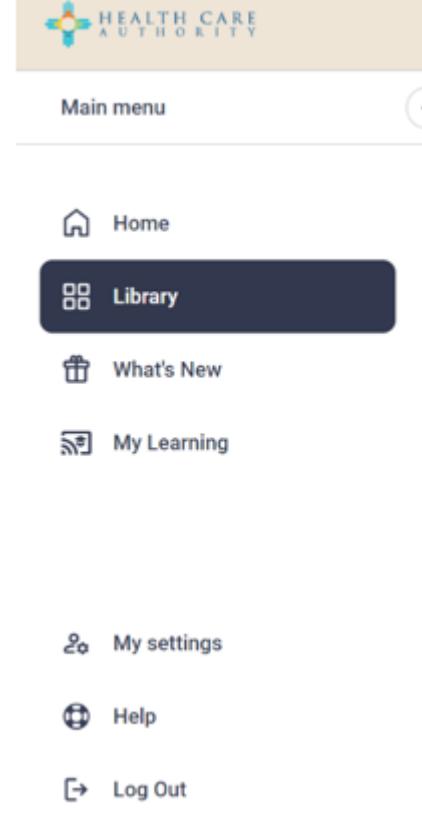
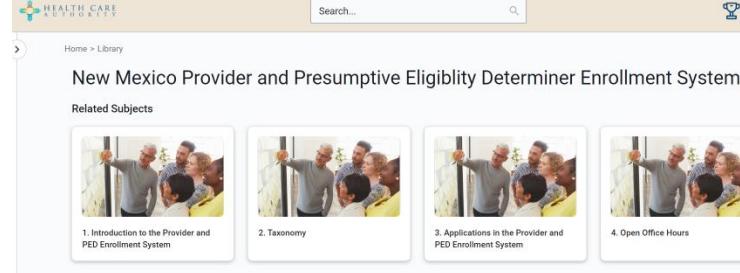
**The log in process will change once the Unified Portal goes live on October 30th.*

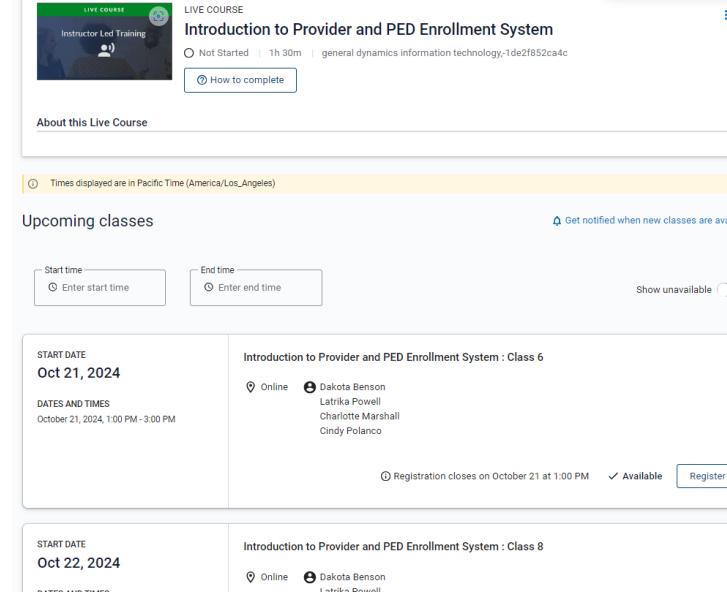
To access the LMS and sign up for Pre-GO Live Training, complete the following:

Step	Screenshot (if applicable)
1. Navigate to the LMS website	
2. Fill out email, first name, last name and click next	 A screenshot of a registration form titled "Complete your registration!". The form includes fields for "Email *", "First Name *", and "Last Name *". Below these fields is a reCAPTCHA box with the text "protected by reCAPTCHA" and links for "Privacy · Terms". At the bottom of the form is a "Next" button, and links for "I already have an account", "License Agreement", and "Privacy Policy". A copyright notice at the bottom states "© Copyright 2024 Skillsoft Ireland Limited. All rights reserved".

Step	Screenshot (if applicable)
3. Enter in the 6-digit code sent to the email and select Next.	 A screenshot of a verification code entry interface. It features a large text input field containing a single digit '1', followed by five empty input fields for the remaining digits. Below the input fields is a 'Next' button. Further down, there is a 'Resend Code' link, a 'License Agreement' and 'Privacy Policy' link, and a copyright notice: '© Copyright 2024 Skillsoft Ireland Limited. All rights reserved.' At the bottom, it says 'Powered by skillsoft percipio'.
4. Create password and Select Set Password.	 A screenshot of a password creation interface. It starts with a 'Create your Password' header. Below it, a welcome message says: 'Welcome to Percipio! We're happy to see you. Before you start learning, create a password for your account.' There are two password input fields, each with a character count requirement (at least 8 characters) and a 'Show password' link. Below the fields are 'License Agreement' and 'Privacy Policy' links, a copyright notice, and a 'Powered by skillsoft percipio' logo.

Step	Screenshot (if applicable)
5. Log in with the user information.	 <p>Your password has been reset.</p> <p>Let's get started!</p> <p>Email or login name</p> <p>Next</p> <p>Login with your corporate credentials using SSO</p> <p>New here? Create an account</p> <p>License Agreement Privacy Policy © Copyright 2024 Skillsoft Ireland Limited. All rights reserved.</p>
6. In the Choose Topics Screen Select either New Mexico Provider and PED Enrollment System or Maybe Later	 <p>Choose a few topics you'd like to learn</p> <p>We'll deliver personalized recommendations to your home page.</p> <p>Aspire Journeys for Business Skills</p> <p>New Mexico Provider and Presumptive Eligibility Determiner Enrollment System</p> <p>Maybe Later Make a selection</p>

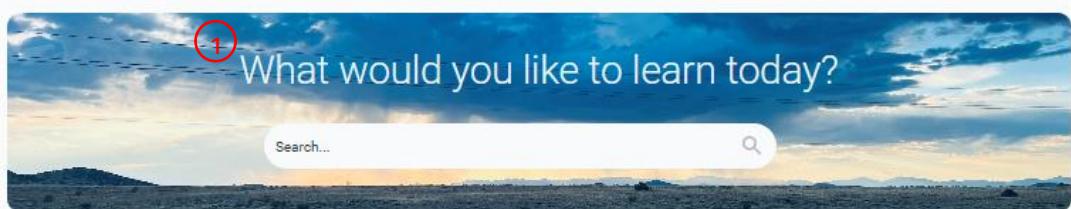
Step	Screenshot (if applicable)
7. Select Library	 <p>Main menu</p> <p>Home</p> <p>Library</p> <p>What's New</p> <p>My Learning</p> <p>My settings</p> <p>Help</p> <p>Log Out</p>
8. Select New Mexico Provider and PED Enrollment System	<p>NM BMS</p> <p>New Mexico Provider and Presumptive Eligibility...</p>
9. Select the desired Topic	 <p>Home > Library</p> <p>New Mexico Provider and Presumptive Eligibility Determiner Enrollment System</p> <p>Related Subjects</p> <p>1. Introduction to the Provider and PED Enrollment System</p> <p>2. Taxonomy</p> <p>3. Applications in the Provider and PED Enrollment System</p> <p>4. Open Office Hours</p>

Step	Screenshot (if applicable)
10. Navigate to the desired course	
11. For Live Courses, find the desired time and select Register	

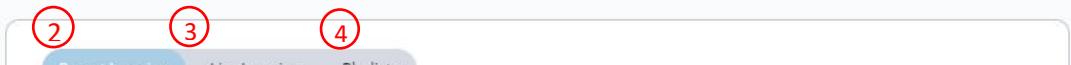
3 Explore the Home Page

The Home page contains the following:

1. What would you like to learn today?
2. Recent Learning
3. Live Learning
4. Playlists
5. Continue learning where you left off
6. Recommendations for you



Greetings, Dakota! Explore, discover, and master new skills.



2 Recent Learning 3 Live Learning 4 Playlists

5 Continue learning where you left off.

CONTENT COURSE Custom Content PED Test Retake

JOURNEY ASPIRE JOURNEY PED Training Retake

CONTENT COURSE Custom Content PED Test 1

JOURNEY ASPIRE JOURNEY PED Training

?

You can remove these items by selecting Remove from the :

[View all learning activity](#)

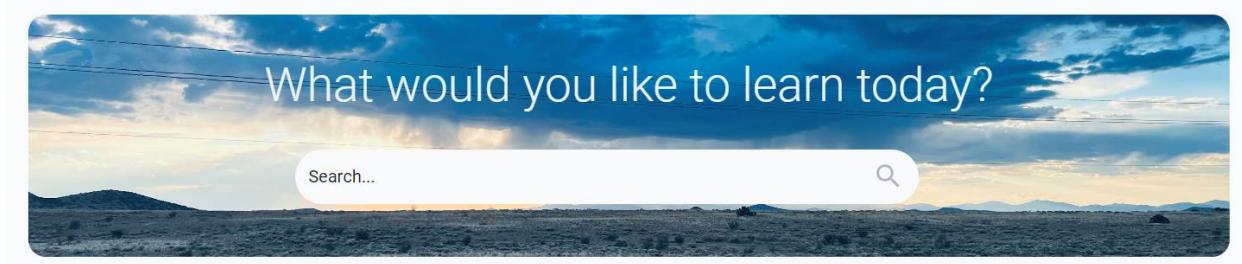
6 Recommendations for you

Recent Activity Trending



3.1 What would you like to learn today?

There will be a search bar at the top of the screen that allows users to search for specific content.



3.2 Recent Learning

The Recent Learning section allows users to easily access courses recently opened to continue where they left off.

Recent Learning

Live Learning

Playlists

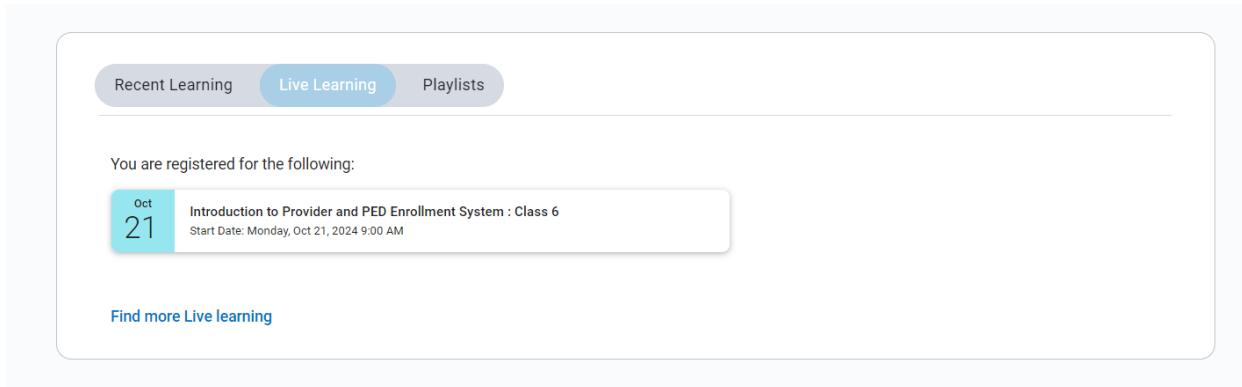
Continue learning where you left off.

CONTENT

JOURNEY

3.3 Live Learning

The Live Learning section shows the user all live courses that they are registered for. There is an option to view all live learnings as well.



Recent Learning Live Learning Playlists

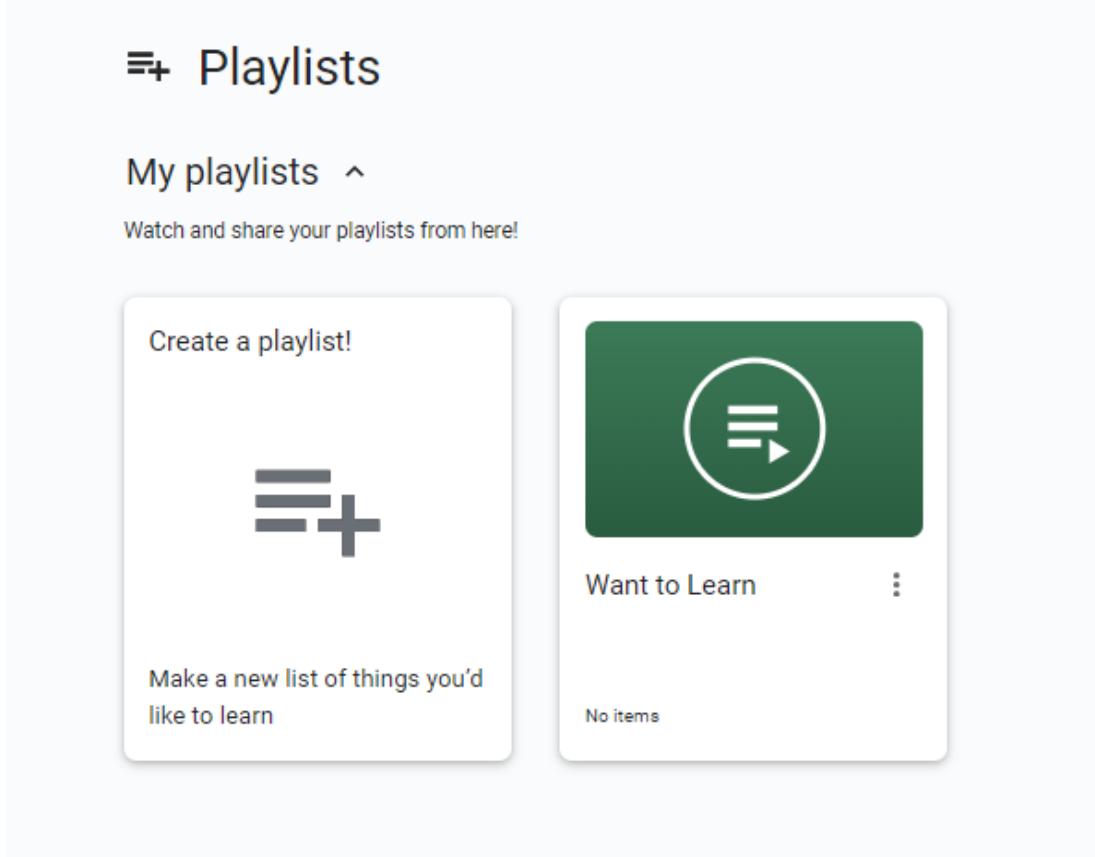
You are registered for the following:

Oct 21 Introduction to Provider and PED Enrollment System : Class 6
Start Date: Monday, Oct 21, 2024 9:00 AM

[Find more Live learning](#)

3.4 Playlists

The Playlist section allows users to create a playlist to include a list of things the user would like to learn.



≡+ Playlists

My playlists ^

Watch and share your playlists from here!

Create a playlist!

≡+

Make a new list of things you'd like to learn

Want to Learn

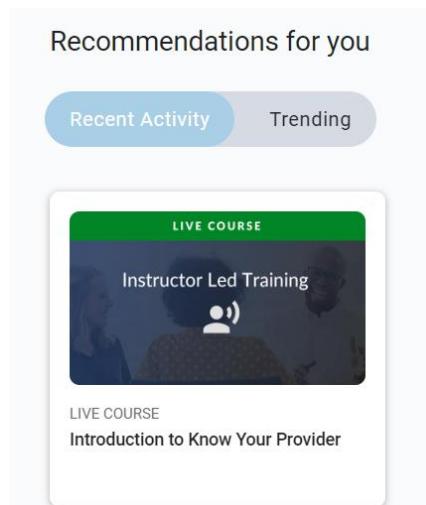
No items

3.5 Continue learning where you left off

The Continue learning where you left off section displays courses that have been started by the user and not finished.

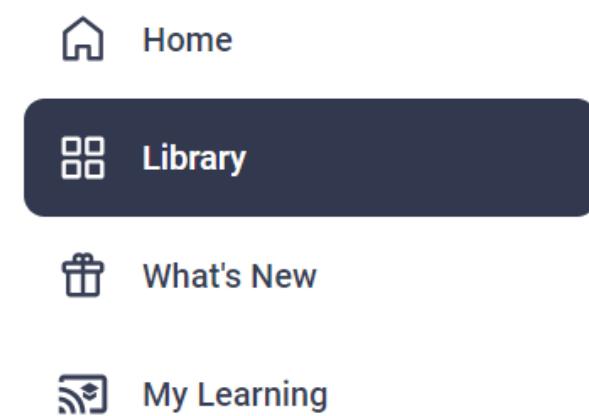
3.6 Recommendations for you

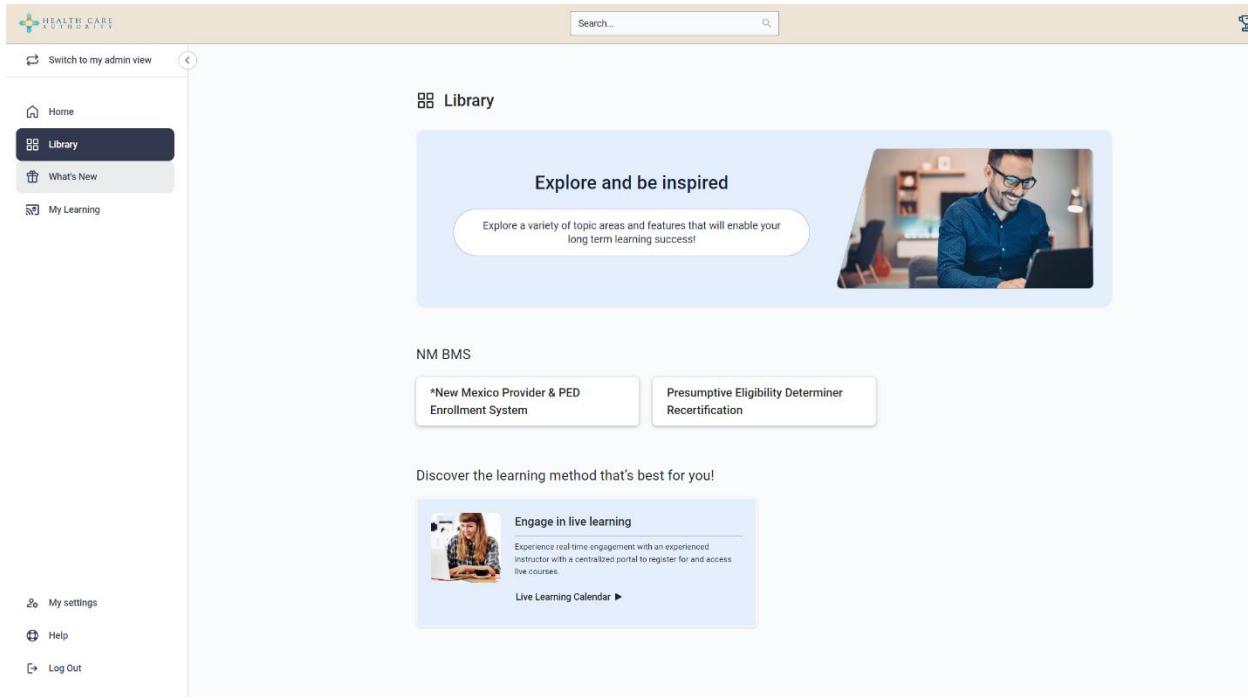
The Recommendations for you section includes recommended courses for the user based off of their recent activity and trending courses.



4 Explore the Library

The Library includes Areas available to the user based on their training needs.




 A screenshot of a web-based learning platform. The top navigation bar includes a 'Switch to my admin view' link, a search bar, and a trophy icon. The left sidebar has links for 'Home', 'Library' (which is selected and highlighted in blue), 'What's New', and 'My Learning'. The main content area is titled 'Library' and features a 'Explore and be inspired' section with a sub-section for 'Explore a variety of topic areas and features that will enable your long term learning success!'. Below this is a video thumbnail of a smiling man. The 'NM BMS' section contains two buttons: '*New Mexico Provider & PED Enrollment System' and 'Presumptive Eligibility Determiner Recertification'. At the bottom of the sidebar are links for 'My settings', 'Help', and 'Log Out'.

4.1 Areas

Each Area in the library is labeled based on the topic of training. Users will select the Area that they are interested in learning about.

4.2 Subjects

Each Area has different Subjects related to that Area.

For example: The 'New Mexico Provider and Presumptive Eligibility Determiner Enrollment System' Area has Subjects on 'Introduction to the Provider and PED Enrollment System', 'Taxonomy', and 'Applications in the Provider and PED Enrollment System'. Users will select the Subject that they are interested in learning about.

New Mexico Provider and Presumptive Eligibility Determiner Enrollment System

Related Subjects



1. Introduction to the Provider and PED Enrollment System



2. Taxonomy

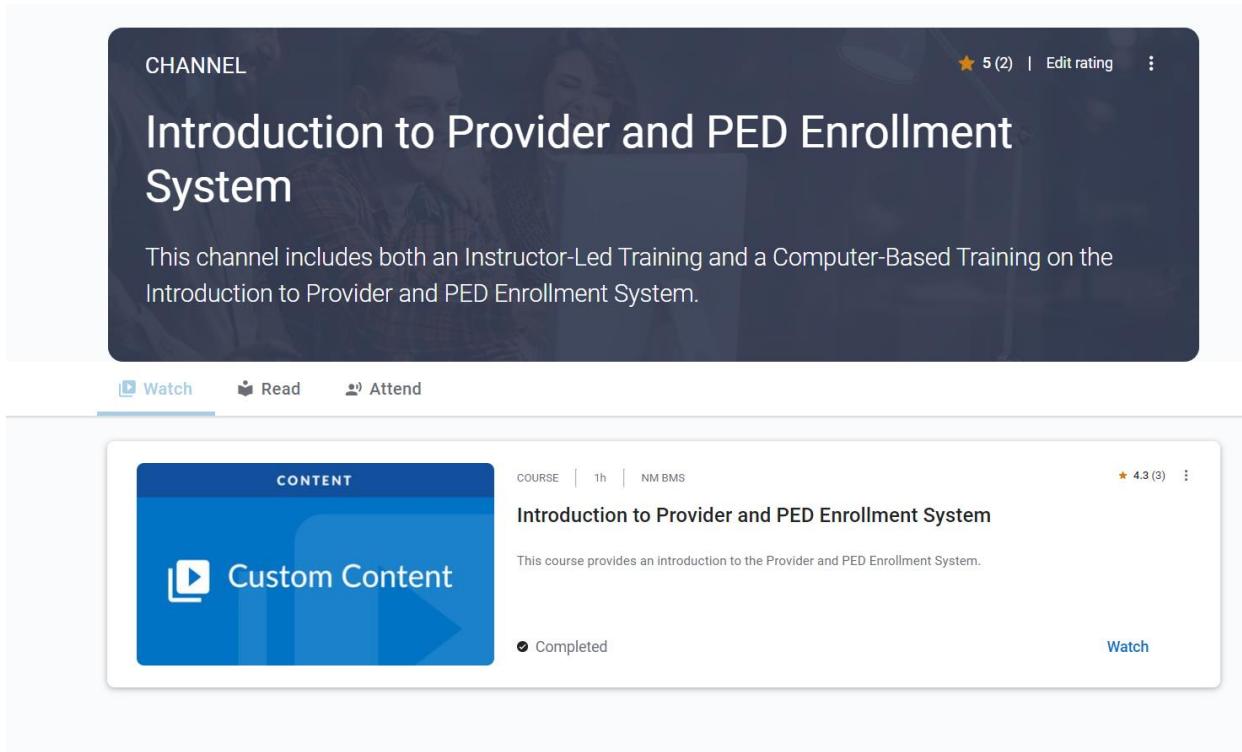


3. Applications in the Provider and PED Enrollment System

4.3 Channels

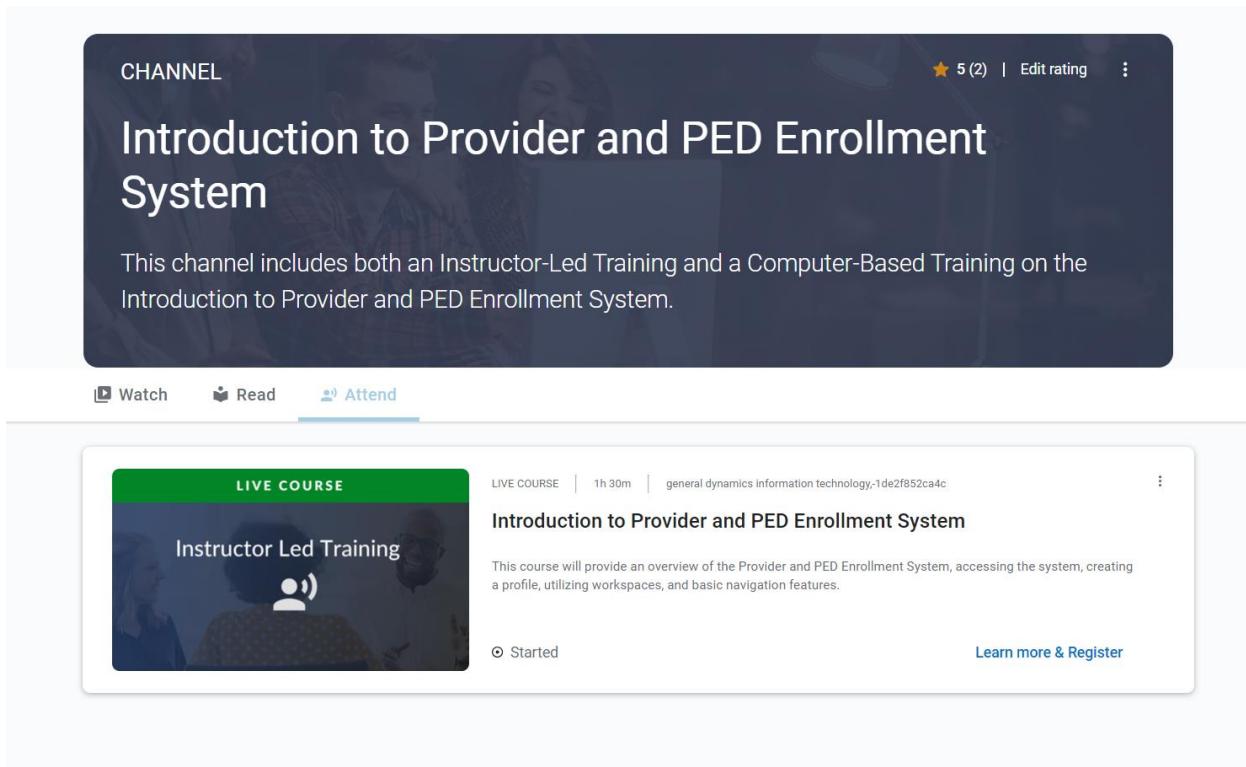
Channels will have an introductory statement that explains the type of content included. Channels can contain various types of learning. These include the following:

1. **Watch** - Computer-Based Training courses and videos
2. **Read** – Documents and books
3. **Attend** – Live courses



The screenshot displays a learning management system interface. At the top, a dark banner features the word "CHANNEL" on the left and a rating of "★ 5 (2) | Edit rating" on the right. Below this, a large title reads "Introduction to Provider and PED Enrollment System". A descriptive text states: "This channel includes both an Instructor-Led Training and a Computer-Based Training on the Introduction to Provider and PED Enrollment System." At the bottom of this banner, there are three buttons: "Watch" (highlighted in blue), "Read", and "Attend".

Below the banner, a course card is shown. The card has a blue header with "CONTENT" and a play button icon. The main title is "Introduction to Provider and PED Enrollment System". Below the title, a description reads: "This course provides an introduction to the Provider and PED Enrollment System." To the left of the description is a "Custom Content" section. On the right, there is a "COURSE" section showing "1h" and "NM BMS", a rating of "★ 4.3 (3)", and a "Watch" button. Below the course card, there is a "Completed" status indicator.



CHANNEL

★ 5 (2) | Edit rating

Introduction to Provider and PED Enrollment System

This channel includes both an Instructor-Led Training and a Computer-Based Training on the Introduction to Provider and PED Enrollment System.

Watch Read Attend

LIVE COURSE | 1h 30m | general dynamics information technology-1de2f852ca4c

Introduction to Provider and PED Enrollment System

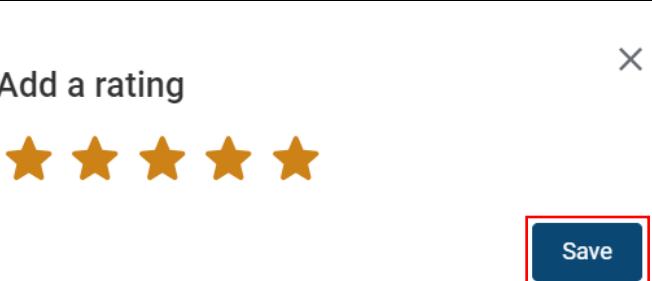
This course will provide an overview of the Provider and PED Enrollment System, accessing the system, creating a profile, utilizing workspaces, and basic navigation features.

Started Learn more & Register

4.3.1 Adding a rating to a Channel

Every user can add a rating to a Channel to provide feedback to the training administrators. This helps with evaluating and improving future training.

To rate a Channel, complete the following:

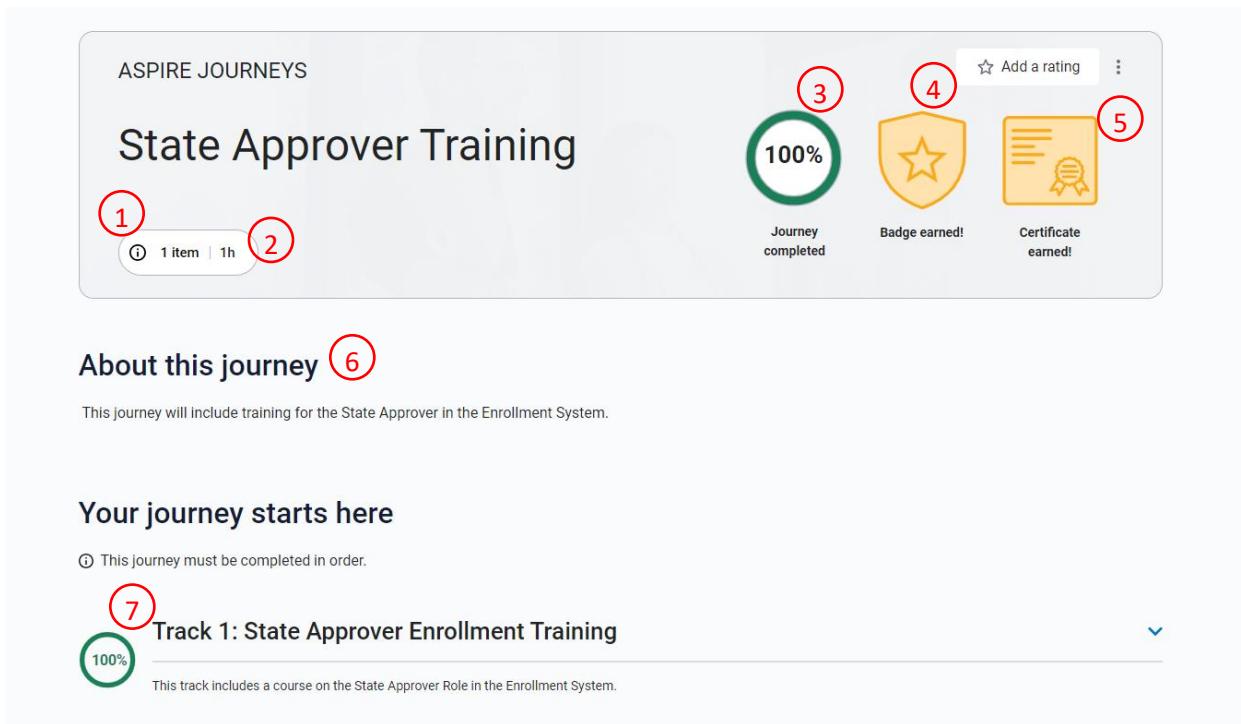
Step	Screenshot (if applicable)
1. Select Add a rating .	
2. Select the rating you want to give and select Save .	

4.4 Journeys

Depending on the user, there may be Journeys available to complete.

Journeys contain the following:

1. Number of items
2. Estimated duration
3. Percent completed
4. Badges earned (once completed)
5. Certificate earned (once completed)
6. About this journey
7. Tracks



ASPIRE JOURNEYS

State Approver Training

1 ① 1 item | 1h ②

3 ③ 100% Journey completed ④ Badge earned! ⑤ Certificate earned!

6 About this journey ⑥

This journey will include training for the State Approver in the Enrollment System.

7 Your journey starts here

This journey must be completed in order.

Track 1: State Approver Enrollment Training

100% ⑦

This track includes a course on the State Approver Role in the Enrollment System.

4.4.1 Completing Journey Tracks

Journeys can contain one or multiple tracks. If there are multiple tracks, new tracks become available as the learner completes them.

Each track will have the following:

1. Description of that particular track and what it contains
2. Number of items within the specific track
3. Estimated duration to complete the track
4. Percentage complete of the track

Your journey starts here

ⓘ This journey must be completed in order.

4
100%
1
2
3

Track 1: State Approver Enrollment Training

This track includes a course on the State Approver Role in the Enrollment System.

1 item | 1h

DOCUMENT | 1h | NM BMS

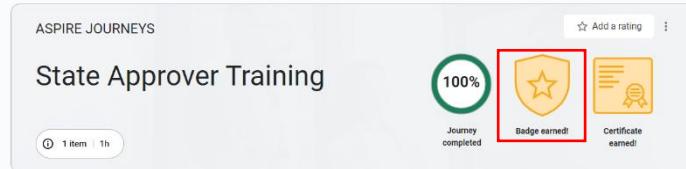
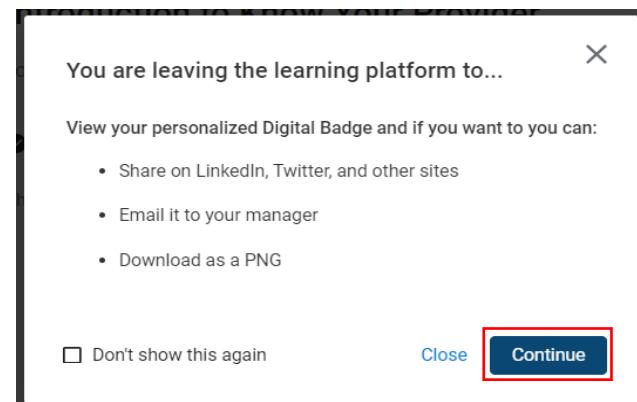
[Training Outline - State Approver in Enrollment System.docx](#)

This course will be for the State Approver Role in the Enrollment System.

Completed Read

4.4.2 Journey Badges

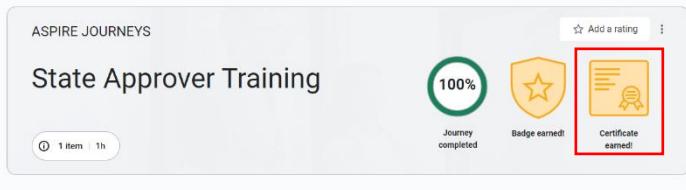
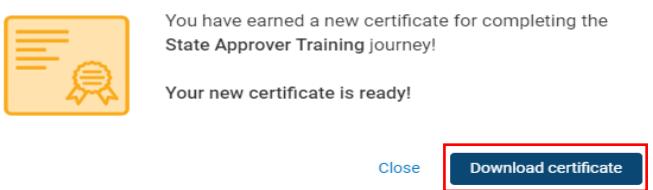
After a user completes a Journey, there is a digital badge available. To access the badge, complete the following:

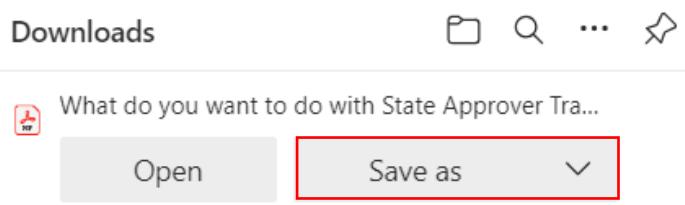
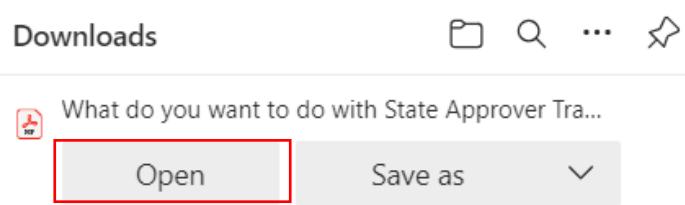
Step	Screenshot (if applicable)
1. Select Badge Earned.	
2. Review the pop-up and select Continue. Note: You will be taken to a new browser.	

Step	Screenshot (if applicable)
3. View earned badge.	
4. The user may share, download, and email the badge by selecting the options shown.	 <p>The screenshot shows the NM BMS badge sharing interface. It includes a 'SHARE' button with a LinkedIn icon, a 'BADGE' button with a camera icon, an 'EMAIL' button with a mail icon, an 'EMBED' button with a link icon, and a 'PRIVACY' button with an eye icon.</p>

4.4.3 Journey Certificates

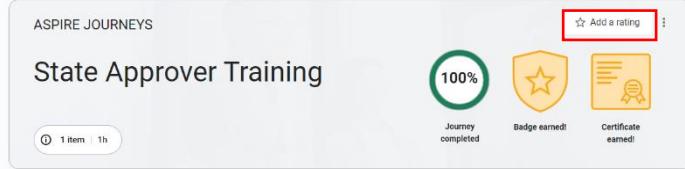
After a user completes a Journey, there is a Certificate available. Certificates include the user's name, Journey title, and date obtained. To access the Certificate, complete the following:

Step	Screenshot (if applicable)
1. Select Certificate Earned.	 <p>The screenshot shows the Aspire Journeys completion summary for the 'State Approver Training' journey. It displays a green circular progress bar at 100%, a yellow shield badge labeled 'Badge earned!', and a yellow certificate icon labeled 'Certificate earned!'.</p>
2. Select Download certificate.	 <p>The screenshot shows a confirmation message: 'Congratulations on your new certificate!' with a close button. It includes an image of a yellow certificate, the text 'You have earned a new certificate for completing the State Approver Training journey!', and 'Your new certificate is ready!'. A red box highlights the 'Download certificate' button.</p>

Step	Screenshot (if applicable)
3. To save the Certificate, select Save As and save to your device.	 See more
4. To open the Certificate, select Open .	 See more
5. View Certificate.	

4.4.4 Adding a Rating to a Journey

Every user can add a rating to a Journey to provide feedback to the training administrators. This helps with evaluating and improving future training. To rate a Journey, complete the following:

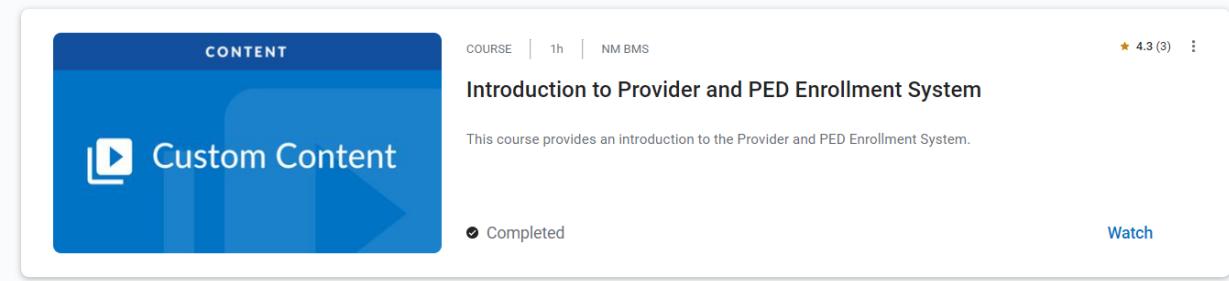
Step	Screenshot (if applicable)
1. Select Add a rating .	
2. Select the rating you want to give and select Save .	

4.5 Computer-Based Training Courses

Channels and Journeys may include Computer-Based Training Courses. These are different than Live Courses. The Computer-Based Training Courses align with the related Live Course.

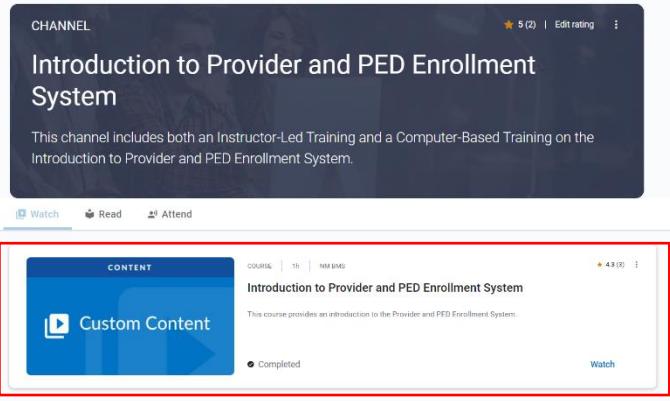
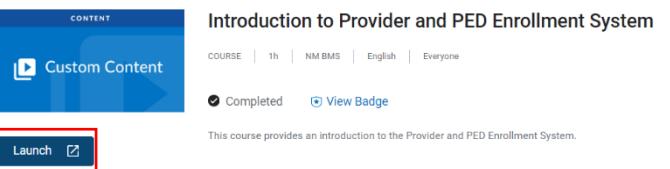
4.5.1 Computer-Based Training Course Preview

Each Computer-Based Training course will have a preview. The preview will have a description of the course, course status, course rating, and estimated duration.



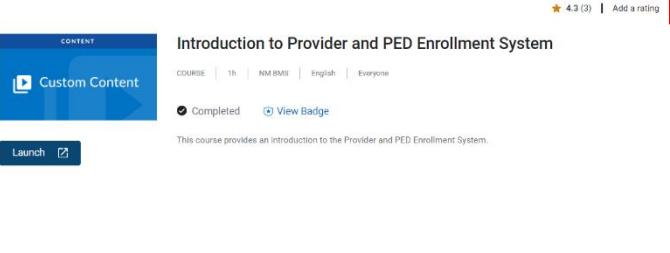
4.5.2 Starting a Computer-Based Training Course

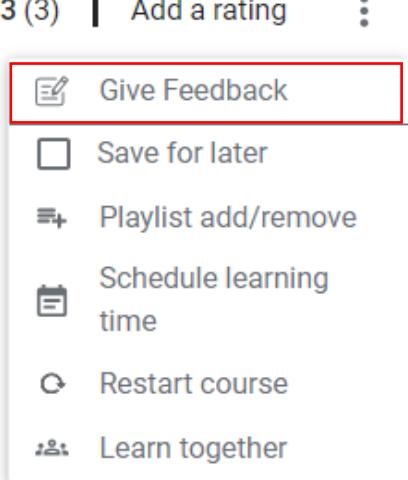
To start a Computer-Based Training course, complete the following:

Step	Screenshot (if applicable)
1. Navigate to and select the desired course.	
2. Select Launch .	
3. If a Popup Blocked message appears, select Launch Course .	
4. Review the training and complete the test (if applicable).	

4.5.3 Giving Feedback on a Computer-Based Training Course

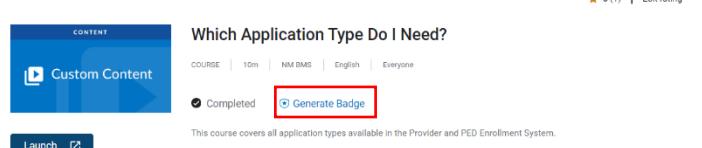
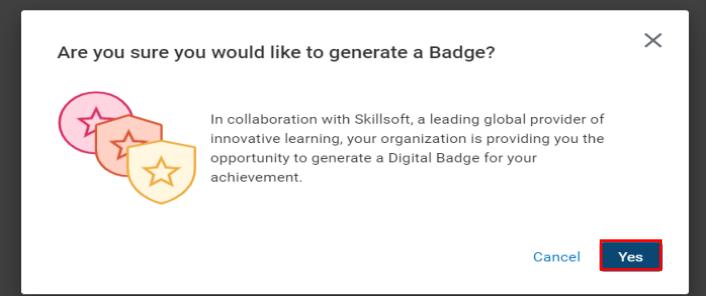
After completing a Computer-Based Training course, users can give feedback. To give feedback, complete the following:

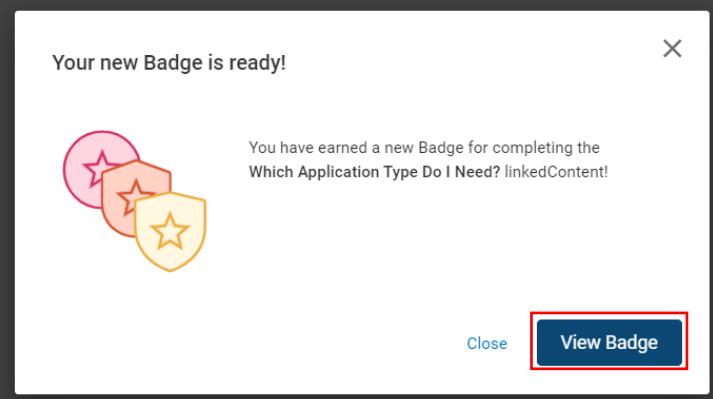
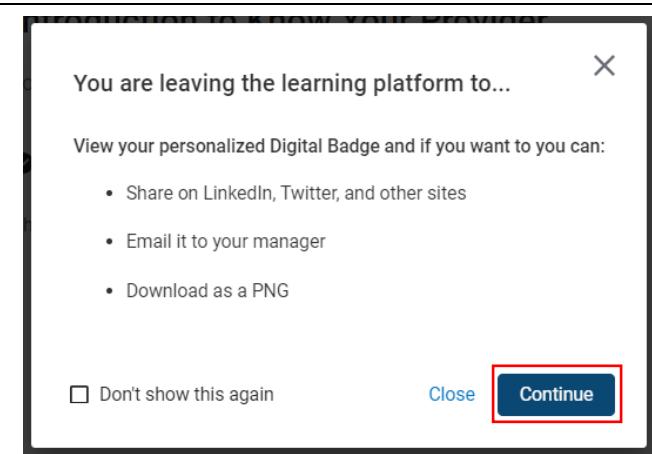
Step	Screenshot (if applicable)
1. Select the : (ellipsis) button at the top right-hand side of the screen.	

Step	Screenshot (if applicable)
<p>2. Select Give Feedback from the list of options.</p> <p>Note: You will be taken to a new browser.</p>	
<p>3. Complete the series of questions and select Submit Responses after each.</p> <p>Note: You can go back to review each question but cannot edit submitted responses.</p>	

4.5.4 Badges for Computer-Based Training Course

After completing a course, similar to Journeys, a Digital Badge will be available. To access the Badge, complete the following:

Step	Screenshot (if applicable)
<p>1. Select Generate Badge.</p>	
<p>2. Review the pop-up and select Yes.</p>	

3. Review the pop-up and select View Badge .	
4. Review the pop-up and select Continue . Note: You will be taken to a new browser.	
5. View earned Badge.	

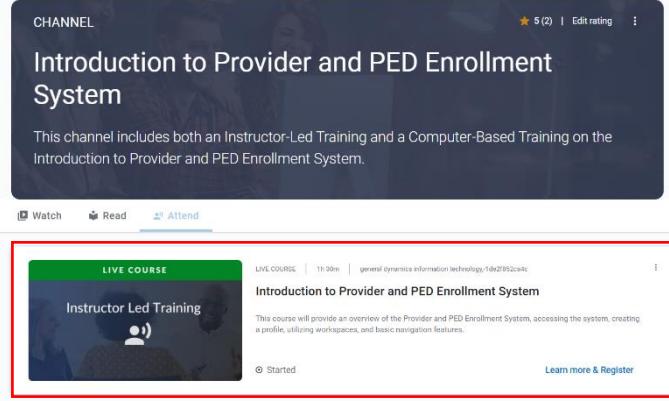
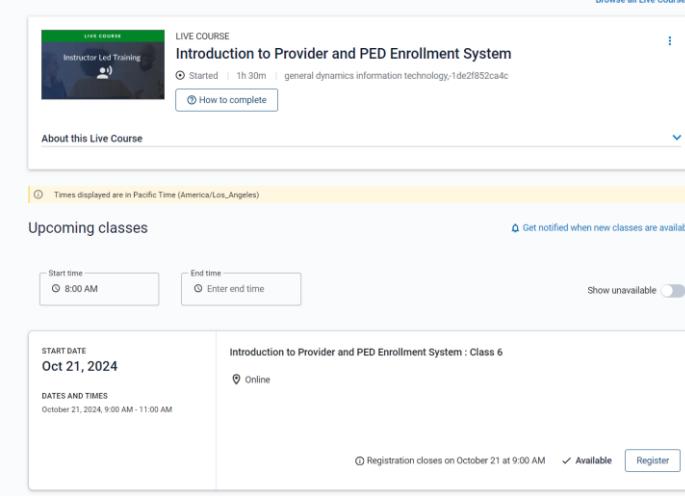
6. The user may share, download, and email the Badge by selecting the options shown.	Which Application Type Do I Need? 
--	---

4.6 Live Courses

Channels and Journeys may contain Live Courses. Live Courses can be virtual, in-person, or both. Live courses are facilitated by an instructor. The Live Courses align with the related Computer-Based Training Courses.

4.6.1 Registering for a Live Course

Users may self-register for Live Courses. To register for a Live Course, complete the following:

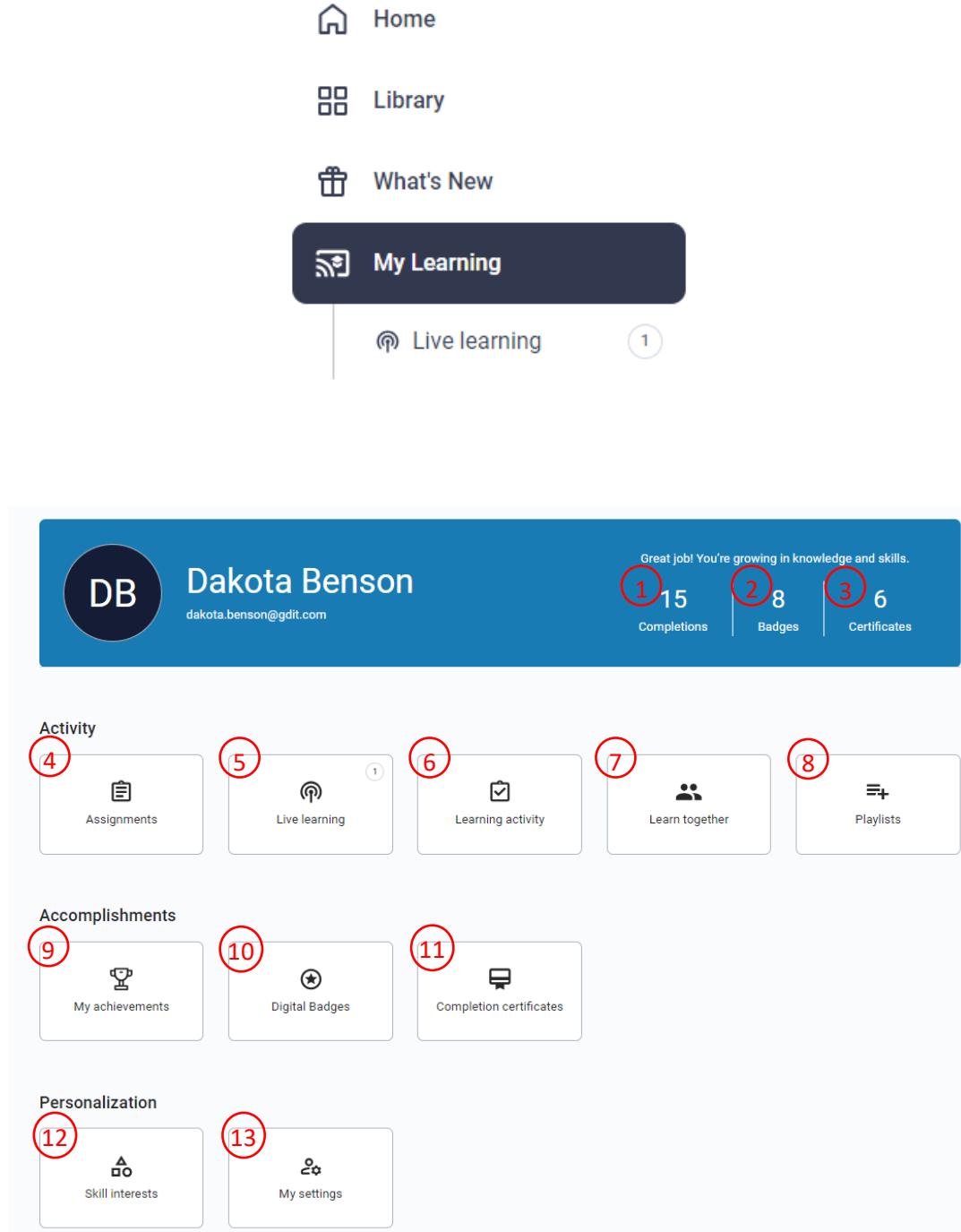
Step	Screenshot (if applicable)
1. Navigate to and select the desired Live Course.	
2. Review the upcoming scheduled Live Courses. <i>Note: Users can filter classes by the Start and End times.</i>	

<p>3. Select Register for the desired Live Course.</p> <p>Note: You will receive a confirmation email with the Live Course details attached.</p>	<p>Upcoming classes</p> <p><input type="checkbox"/> Get notified when new classes are available</p> <p>Start time: <input type="radio"/> 8:00 AM <input type="radio"/> Enter end time <input type="checkbox"/> Show unavailable</p> <p>START DATE: Oct 21, 2024</p> <p>DATES AND TIMES: October 21, 2024, 9:00 AM - 11:00 AM</p> <p>Introduction to Provider and PED Enrollment System : Class 6</p> <p>Online</p> <p><input type="checkbox"/> Registration closes on October 21 at 9:00 AM <input checked="" type="checkbox"/> Available Register</p>
<p>4. To cancel a registration, select Cancel registration.</p>	<p>START DATE: Oct 21, 2024</p> <p>DATES AND TIMES: October 21, 2024, 9:00 AM - 11:00 AM</p> <p>Introduction to Provider and PED Enrollment System : Class 6</p> <p>Online</p> <p><input type="checkbox"/> Cancel up until October 21 at 9:00 AM</p> <p><input type="checkbox"/> Add to Calendar <input checked="" type="checkbox"/> Registered Cancel registration</p>
<p>5. To add the training to your calendar, select Add to Calendar.</p>	<p>START DATE: Oct 21, 2024</p> <p>DATES AND TIMES: October 21, 2024, 9:00 AM - 11:00 AM</p> <p>Introduction to Provider and PED Enrollment System : Class 6</p> <p>Online</p> <p><input type="checkbox"/> Cancel up until October 21 at 9:00 AM</p> <p><input type="checkbox"/> Add to Calendar <input checked="" type="checkbox"/> Registered Cancel registration</p>

5 Explore My Learning

The My Learning section contains the following:

1. Number of Course completions
2. Number of Badges earned
3. Number of Certificates earned
4. Assignments
5. Live learning
6. Learning activity
7. Learn together (not currently available)
8. Playlists
9. My achievements
10. Digital Badges
11. Completion Certificates
12. Skill interests (not applicable)
13. My settings



The screenshot shows the 'My Learning' dashboard. At the top, there are navigation links: Home, Library, What's New, My Learning (which is highlighted with a dark blue background and white text), Live learning (with a '1' notification), and a search bar. Below this is a summary section for Dakota Benson, including a profile picture, name, email, and stats: 15 Completions, 8 Badges, and 6 Certificates. The main content area is divided into sections: Activity, Accomplishments, and Personalization, each with numbered callouts (4-13) pointing to specific features.

- Activity
- 4 Assignments
- 5 Live learning
- 6 Learning activity
- 7 Learn together
- 8 Playlists

- Accomplishments
- 9 My achievements
- 10 Digital Badges
- 11 Completion certificates

- Personalization
- 12 Skill interests
- 13 My settings

5.1.1 Viewing Assignments

The Assignments section allows users to view the following assignments statuses:

1. **Active** – Current assignments
2. **Completed** – Assignments completed by the user
3. **Canceled** – Assignments canceled by the LMS Administrator

Activity


Assignments


Live learning


Learning activity


Learn together


Playlists

Accomplishments


My achievements


Digital Badges


Completion certificates

Personalization

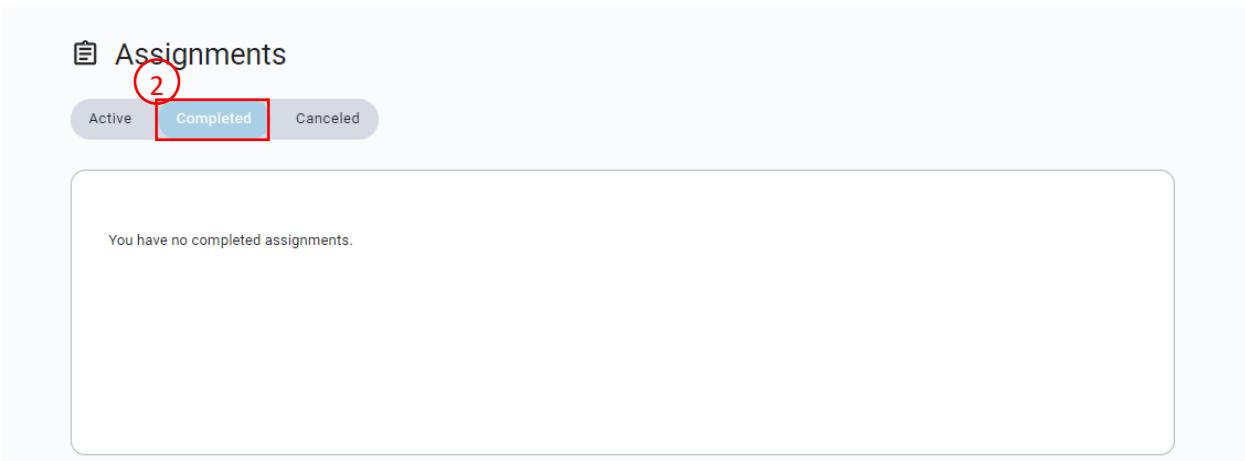

Skill interests


My settings

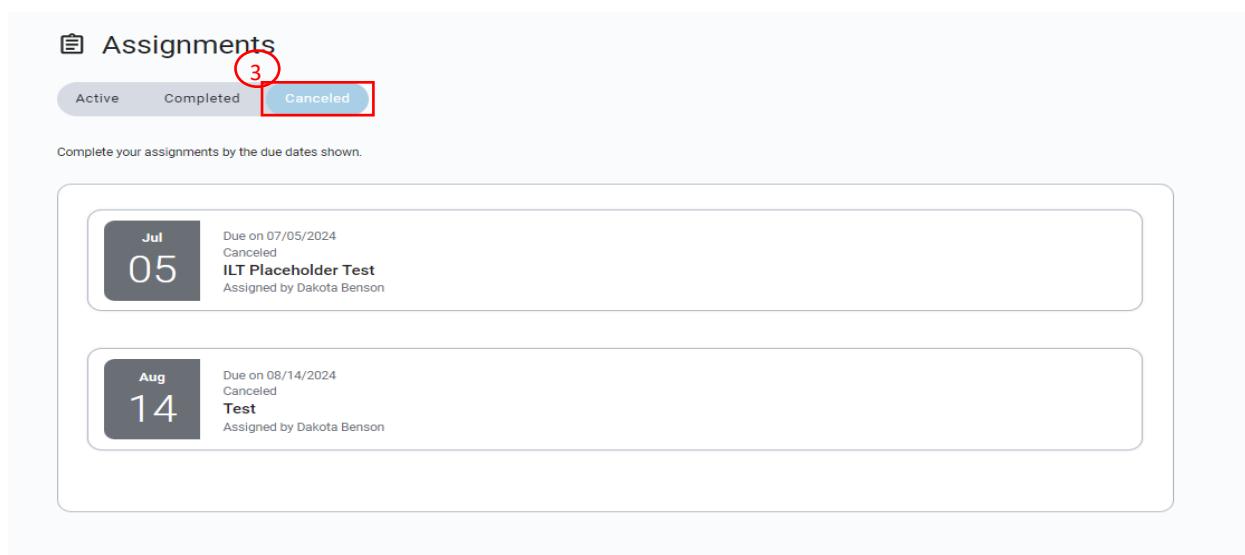
Assignments

1ActiveCompletedCanceled

You have no active assignments.



The screenshot shows the 'Assignments' section with the 'Completed' tab selected (circled in red, labeled 2). The message 'You have no completed assignments.' is displayed.



The screenshot shows the 'Assignments' section with the 'Canceled' tab selected (circled in red, labeled 3). The message 'Complete your assignments by the due dates shown.' is displayed.

Two canceled assignments are listed:

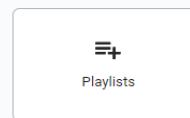
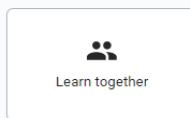
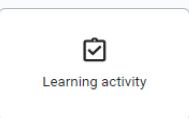
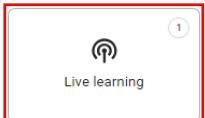
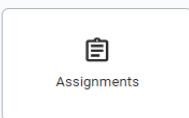
- Jul 05** Due on 07/05/2024
Canceled
ILT Placeholder Test
Assigned by Dakota Benson
- Aug 14** Due on 08/14/2024
Canceled
Test
Assigned by Dakota Benson

5.1.2 Viewing Live Learning

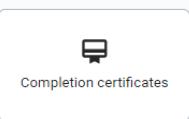
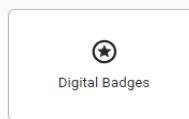
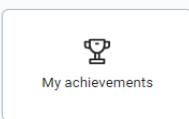
The Live Learning section allows users to view their Live Learning schedule. The Live Learning contains the following information:

- Start Date
- End Date
- Course Title
- Location
- Status

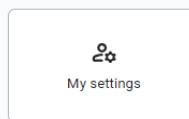
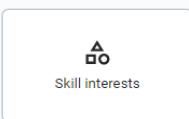
Activity



Accomplishments



Personalization



⌚ Live Learning

START DATE	END DATE	TITLE	LOCATION	STATUS	⋮
Oct 21, 2024	Oct 21, 2024	Introduction to Provider and PED Enrollment System	Online	Registered	⋮

Rows per page: 10 | 1 - 1 of 1

Find more Live learning

5.1.3 Viewing Learning Activity

The Learning Activity section contains the following:

- Standard Completion – Shows information about Courses started and completed by the user.
- PMI PDU (not applicable for New Mexico)
- NASBA CPE (not applicable for New Mexico)
- Journeys – Shows information about Journeys started and completed by the user.
- External Learning (not applicable for New Mexico)

Activity



Assignments



Live learning



Learning activity



Learn together



Playlists

Accomplishments



My achievements



Digital Badges



Completion certificates

Personalization



Skill interests



My settings

 **Learning Activity**

Standard completion
PMI PDU
NASBA CPE
Journeys
External learning

Download CSV


TITLE 	TYPE 	STATUS 	STARTED 	COMPLETED 	HIGHEST... 	
Customer Service Soft Skills	Course - Linked ...	Started	10/02/2024			
Introduction to Provider & PED Enrollment Sy...	Live Course	Started	09/02/2024			
PED Test Retake	Course - Linked ...	Started	08/28/2024			
PED Test 1	Course - Linked ...	Started	08/28/2024	0		

Learning Activity

Standard completion PMI PDU NASBA CPE **Journeys** External learning

[Download CSV](#)

TITLE	SOURCE	STATUS	STARTED	COMPLETED	⋮
PED Training Retake	Custom	Started	08/28/2024		⋮
PED Training	Custom	Started	08/28/2024		⋮
State Supervisor Approver Training	Custom	Completed	08/01/2024	08/01/2024	⋮
State Approver Training	Custom	Completed	07/29/2024	07/29/2024	⋮

5.1.4 Viewing/Creating Playlists

The Playlist section allows users to create a playlist to include a list of things the user would like to learn. This section is also available to view via the Home page.

Activity

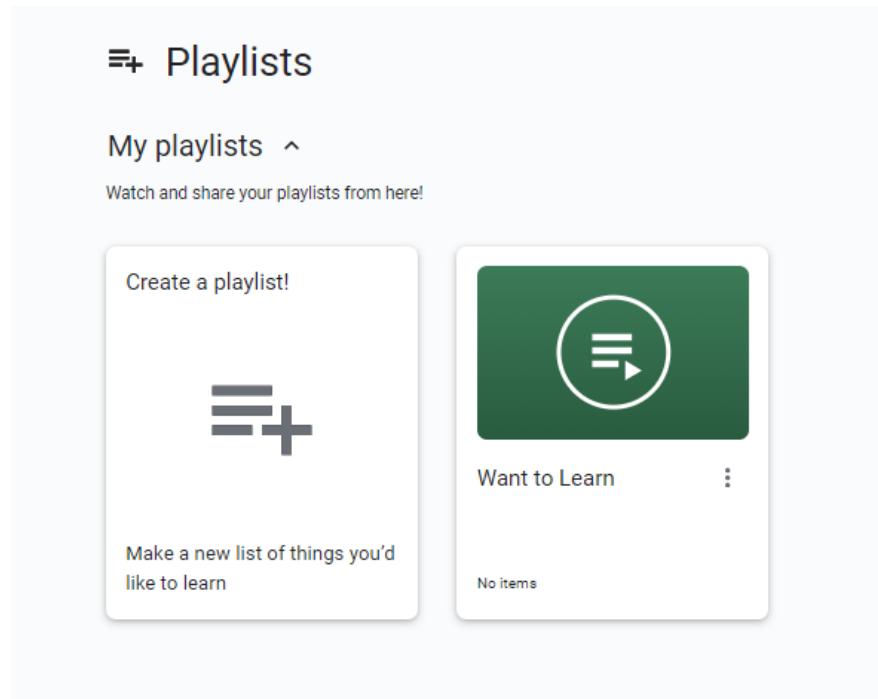
AssignmentsLive learningLearning activityLearn togetherPlaylists

Accomplishments

My achievementsDigital BadgesCompletion certificates

Personalization

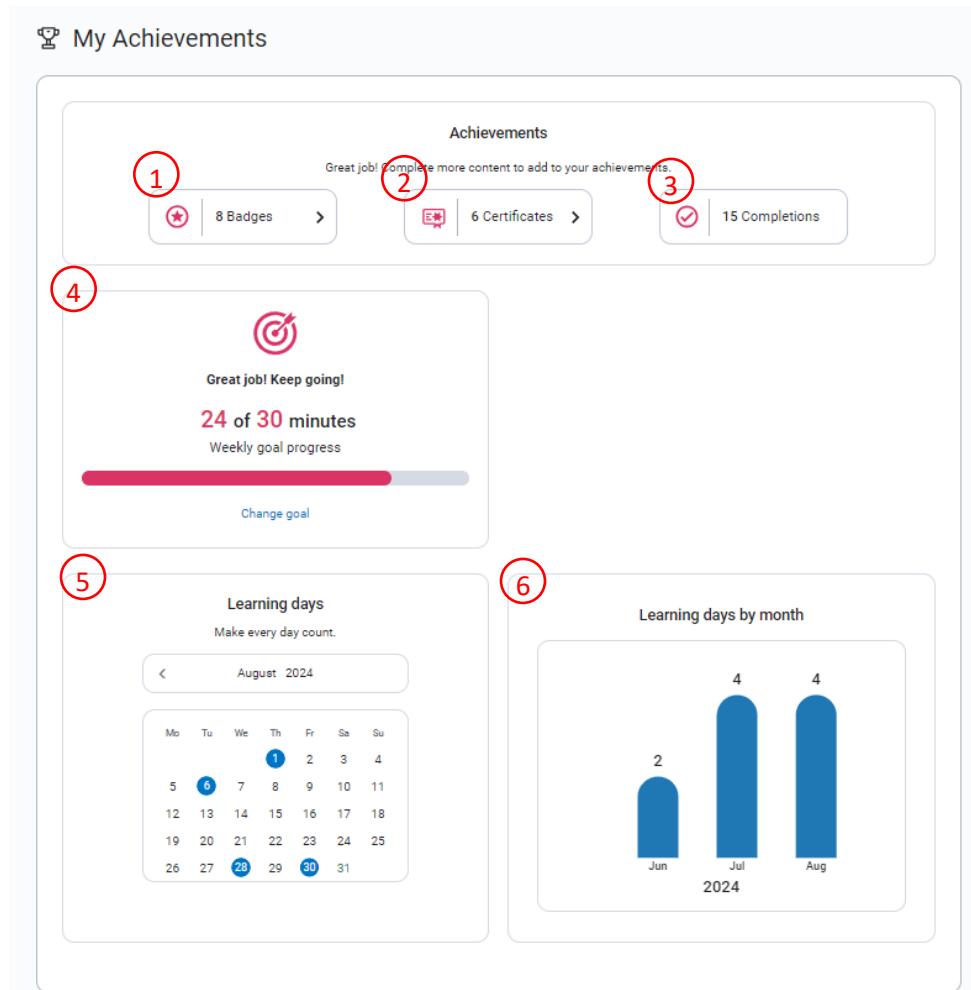
Skill interestsMy settings



5.1.5 Viewing My Achievements

The My achievements section allows users to view various metrics of achievements. The metrics include the following:

1. **Badges** – Total number of Badges the user has earned from all Courses and Journeys
2. **Certificates** – Total number of Certificates the user has earned from all Journeys
3. **Completions** – Total number of Course completions
4. **Goals** – Learning goals set by user
5. **Learning days** – Total number of days spent learning
6. **Learning days by month** – Total number of days per month spent learning



My Achievements

Achievements

Great job! Complete more content to add to your achievements

1 8 Badges > 2 6 Certificates > 3 15 Completions

Great job! Keep going!

24 of 30 minutes

Weekly goal progress

Change goal

Learning days

Make every day count.

August 2024

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Learning days by month

Month	Days
Jun	2
Jul	4
Aug	4

5.1.6 Viewing Digital Badges

The Digital Badges section allows users to access all of the Digital Badges they have earned, and the date issued. Digital Badges are earned after completing Courses and Journeys. These can also be accessed from the My Achievements section and within the Journeys and Courses themselves. Users may share, download, and email these Digital Badges as shown in the Journey Badges section.

Activity

[Assignments](#)

[Live learning](#)

[Learning activity](#)

[Learn together](#)

[Playlists](#)

Accomplishments

[My achievements](#)

[Digital Badges](#)

[Completion certificates](#)

Personalization

[Skill interests](#)

[My settings](#)

★ Digital Badges

In collaboration with Skillsoft, you have the ability to earn Digital Badges which are visual, verifiable, and portable records of accomplishment. Click below to view your Badge, share on social media or email your Badge.

Sort by: My Company ▾

[State Supervisor Approver Training](#)
JOURNEY COMPLETION
Issued on August 1, 2024

[State Approver Training](#)
JOURNEY COMPLETION
Issued on July 29, 2024

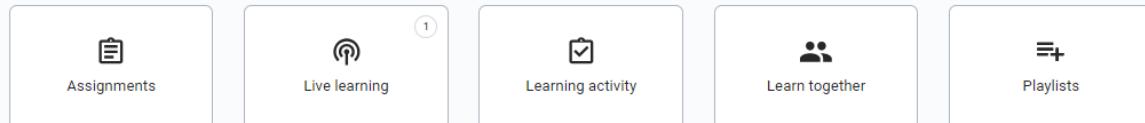
[Presumptive Eligibility Determiner CBTs](#)
JOURNEY COMPLETION
Issued on July 24, 2024

[Track Complete](#)
Issued on August 1, 2024

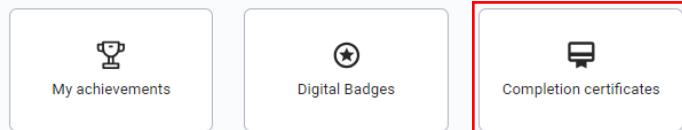
5.1.7 Viewing Completion Certificates

The Completion Certificates section allows users to access all of the Certificates they have earned, and the date issued. Certificates are earned after completing Courses and Journeys. These can also be accessed from the My Achievements section and within the Journeys and Courses themselves. Users may share, download these Certificates as shown in the Journey Certificates section.

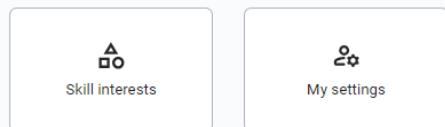
Activity



Accomplishments



Personalization

 Completion Certificates

Certificate Type

[Standard completion](#) [PMI PDU](#) [NASBA CPE](#) [Programs](#)

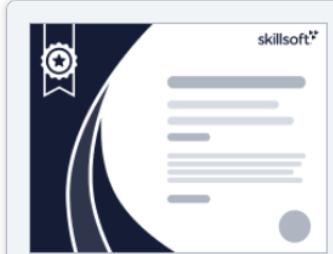
Sort by: Newest ▾



State Approver Role in Enrollment System

COURSE

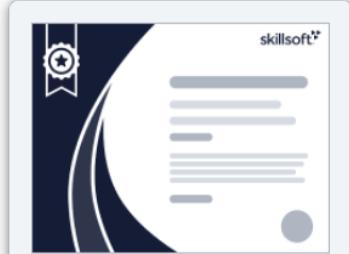
Aug 1, 2024

[Download](#)

State Supervisor Approver Training

ASPIRE JOURNEY

Aug 1, 2024

[Download](#)

State Approver and State Supervisor Approver Training

ASPIRE JOURNEY

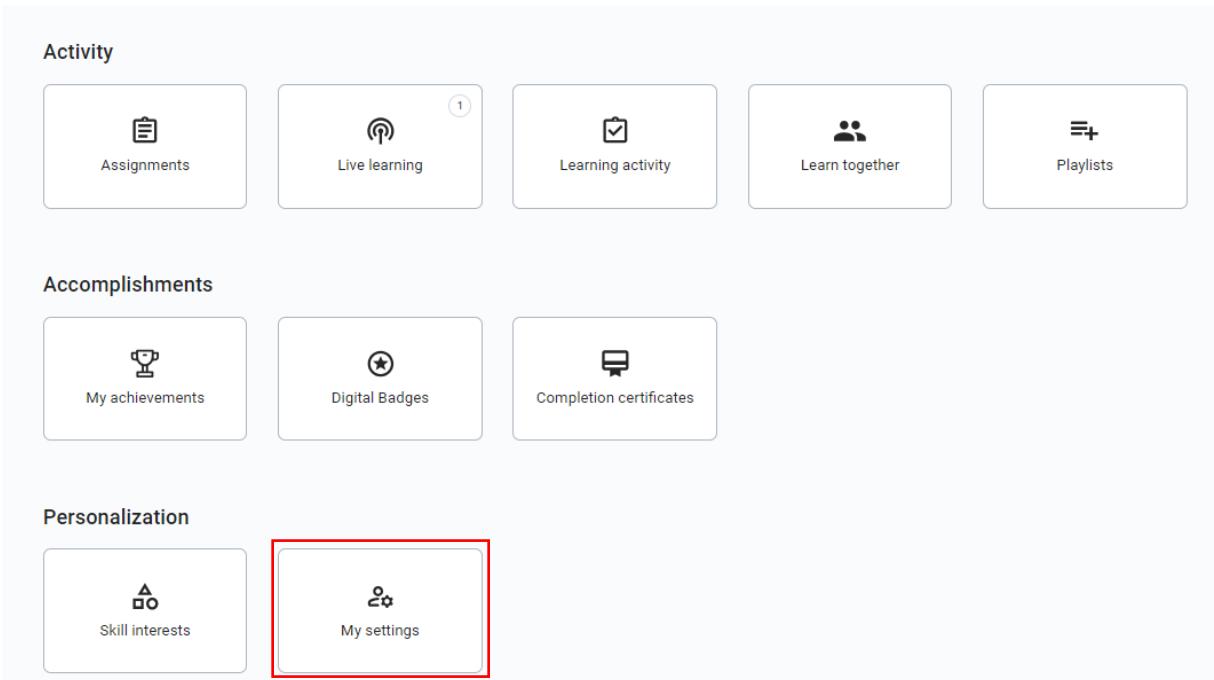
Jul 29, 2024

[Download](#)

5.1.8 Viewing/Managing My Settings

The My Settings section allows users to view and edit applicable user settings. The My Settings section contains the following:

1. **Password** – User's site password
2. **Email Address** – User's site Email address (not editable)
3. **Your Company Settings** – User's company settings (not editable)
4. **Notifications** – User's notification preferences
5. **Language** – User's language preference



The screenshot shows the NM BMS participant dashboard. The 'My settings' option is highlighted with a red box. The dashboard is organized into three main sections: Activity, Accomplishments, and Personalization. The Activity section contains five items: Assignments, Live learning (with a notification badge), Learning activity, Learn together, and Playlists. The Accomplishments section contains three items: My achievements, Digital Badges, and Completion certificates. The Personalization section contains two items: Skill interests and My settings (which is highlighted).

Activity	
 Assignments	 Live learning (1)
 Learning activity	 Learn together
 Playlists	

Accomplishments	
 My achievements	 Digital Badges
 Completion certificates	

Personalization	
 Skill interests	 My settings

⚙ My settings

1 Password

Your password was last changed on 6/5/2024 | [Change password](#)

2 Email address

Is this your correct email? Please update your address to receive assignments from your manager, recommended learning materials, and important system messages.

Email address
dakota.benson@gdit.com | [Change email address](#)

3 Your company settings

Set by your organization. Not editable.

User ID: dakota.benson@gdit.com

Login name: dakota.benson@gdit.com

4 Notifications

Learning Reminders (once a week)

If I haven't visited Percipio in a while, send me a reminder email to keep learning

Badge Earned (up to twice weekly)

Send me an email when I earn a new badge

Retiring and recently added content (monthly)

Send me an email about retiring and new content

Monthly learning digest (once a month)

Send me an email with my accomplishments from the past month

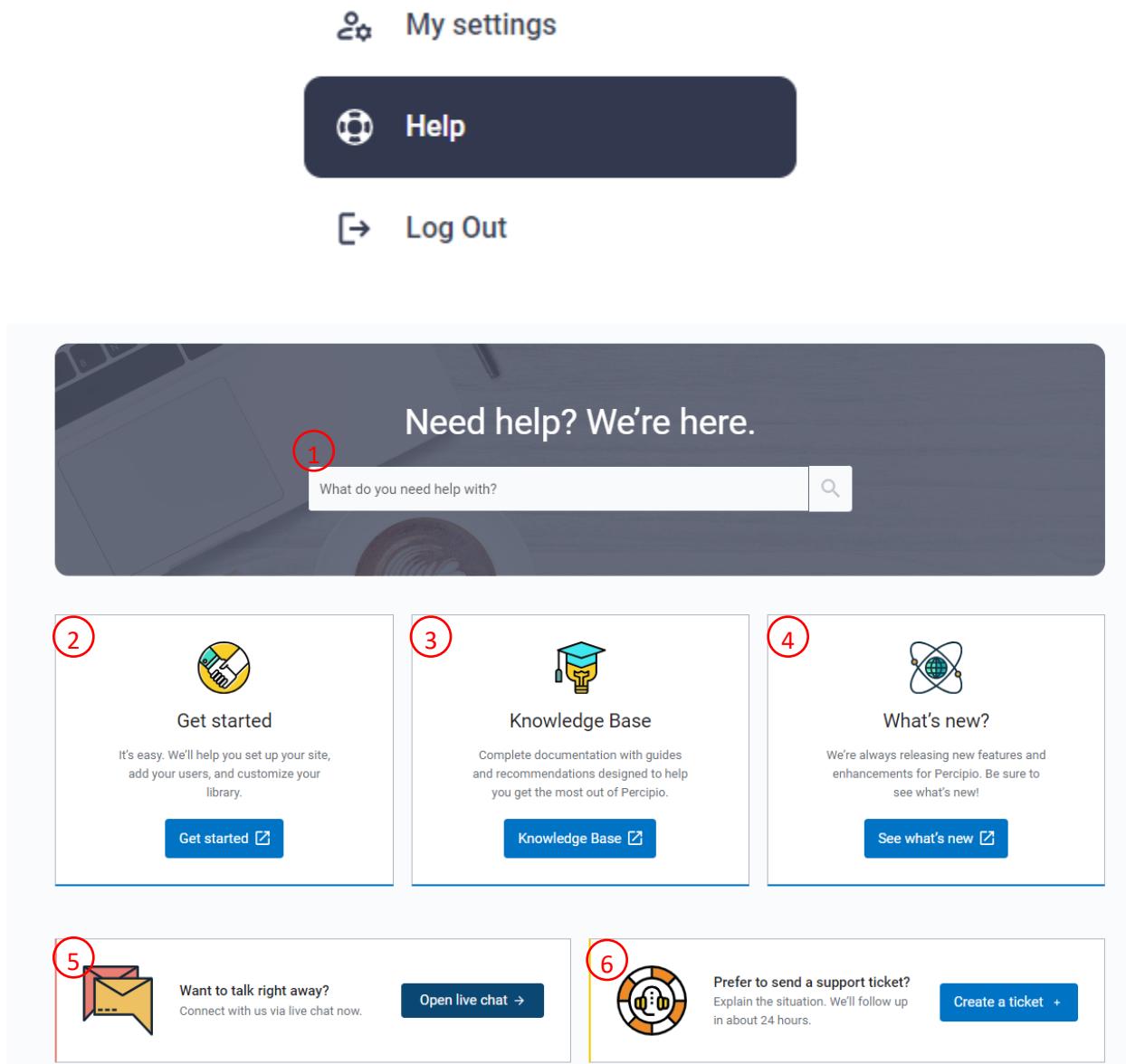
5 Language

Show a toggle on the library page to switch between viewing content in your preferred language and English (US).

6 Get Help

The Help page allows users to find answers to questions and issues that may arise. The Help page contains the following:

1. **Search bar** – To search for a topic related to the user's issue
2. **Get started** – Information on how to set up your learning
3. **Knowledge Base** – Documentation and guides on the site
4. **What's new** – View new site features and enhancements released
5. **Live chat** – Connect with support right away
6. **Create a ticket** – Open a support ticket to get an issue resolved



The screenshot shows the 'My settings' page with a dark header. The 'Help' button is highlighted. Below the header, there is a 'Log Out' link. The main content area has a dark background with a keyboard image. The text 'Need help? We're here.' is displayed. The following sections are numbered 1 through 6:

- 1. Search bar:** A search input field with the placeholder 'What do you need help with?' and a magnifying glass icon.
- 2. Get started:** An icon of a person at a computer, with the text 'Get started'. Below it: 'It's easy. We'll help you set up your site, add your users, and customize your library.' A 'Get started' button.
- 3. Knowledge Base:** An icon of a graduation cap and lightbulb, with the text 'Knowledge Base'. Below it: 'Complete documentation with guides and recommendations designed to help you get the most out of Percipio.' A 'Knowledge Base' button.
- 4. What's new?** An icon of a globe with a gear, with the text 'What's new?'. Below it: 'We're always releasing new features and enhancements for Percipio. Be sure to see what's new!' A 'See what's new' button.
- 5. Live chat:** An icon of an envelope, with the text 'Want to talk right away? Connect with us via live chat now.' A 'Open live chat' button.
- 6. Create a ticket:** An icon of a ticket with a gear, with the text 'Prefer to send a support ticket? Explain the situation. We'll follow up in about 24 hours.' A 'Create a ticket' button.