FocusU: Percipio Basics Guide

Introducing the new FocusU
Welcome to the new FocusU, hosted by Percipio! In partnership with the Office of Human Resources (OHR), Carnegie Mellon University (CMU) has made significant improvements to our Learning Management System (LMS). With our new platform, Percipio, we are now able to offer a wider range of on-demand courses in an even more dynamic way. We encourage you to log in, explore and take advantage of all the resources available on FocusU.

Home Page
The home page has been refreshed to empower you to easily find the training you are looking for. Upon first login, you will have the opportunity to set your role and learning interests, allowing for a tailored experience. Your role can be modified anytime by clicking My Profile at the top-right.

My Learning
On your home page, there is a section called "My Learning" that offers various options for viewing your current and previous training, among other features. Here are the fundamental ways to utilize the My Learning section:

- **Role**: Personalize your learning experience by identifying your professional role and retrieving skills, courses, books, and journeys that best suit you.
- **Recent Learning**: View your recently accessed courses and content.
- **Live Learning**: Check out the live learning sessions you have signed up for.
- **Skill Benchmarks**: Take a Skill Benchmark test to determine your current skill level in a specific area and receive personalized recommendations on how to improve any skill gaps you may have.
- **Playlists**: Create personalized playlists to organize and save content for later.
- **Goals**: Set a goal with a specific time frame that works with your schedule and aim to acquire new knowledge every week.
- **Guide Me**: Use prompts to get started with new goals and tasks.
Looking for a specific learning program?

**Method 1: Search**
1. Type your query into “Search our library” on your home page, and press Enter.
2. Filter by Type, Subject, Content Source and many other qualifiers.

**Method 2: Browse**
1. Click Library in the top left-hand corner of your home page.
2. CMU-created content is available under CMU Learning Materials while other content is organized in the Skill Areas.
   a. CMU Learning Resources include individual courses, external learning materials, and Learning Programs.
   b. Live Courses (ILT) include all live courses.

**Live Course Enrollment**
1. Click Live Courses (ILT). Then, click All Live Courses.
2. Once you have found your desired course, click Learn More & Register.
3. Click + Register by the class time that works for you.
   **Note:** By clicking Add to Calendar, you can import the class invite directly into your calendar (i.e., Apple, Google, Outlook).

**My Profile**
Click My Profile found at the top-right hand of your home page. Here, you can access your training history and other account preferences, including updating your assignments, activity and more.

**Support**
Do you need additional help or guidance while using FocusU? Do you have questions about an upcoming Instructor-Led Training?
1. In the My Profile menu, click Help near the bottom.
2. In the “What do you need help with” bar, type your question to see a selection of potential solutions.
3. Still not finding a solution? Please email HR Learning & Development at hr-learning@andrew.cmu.edu.