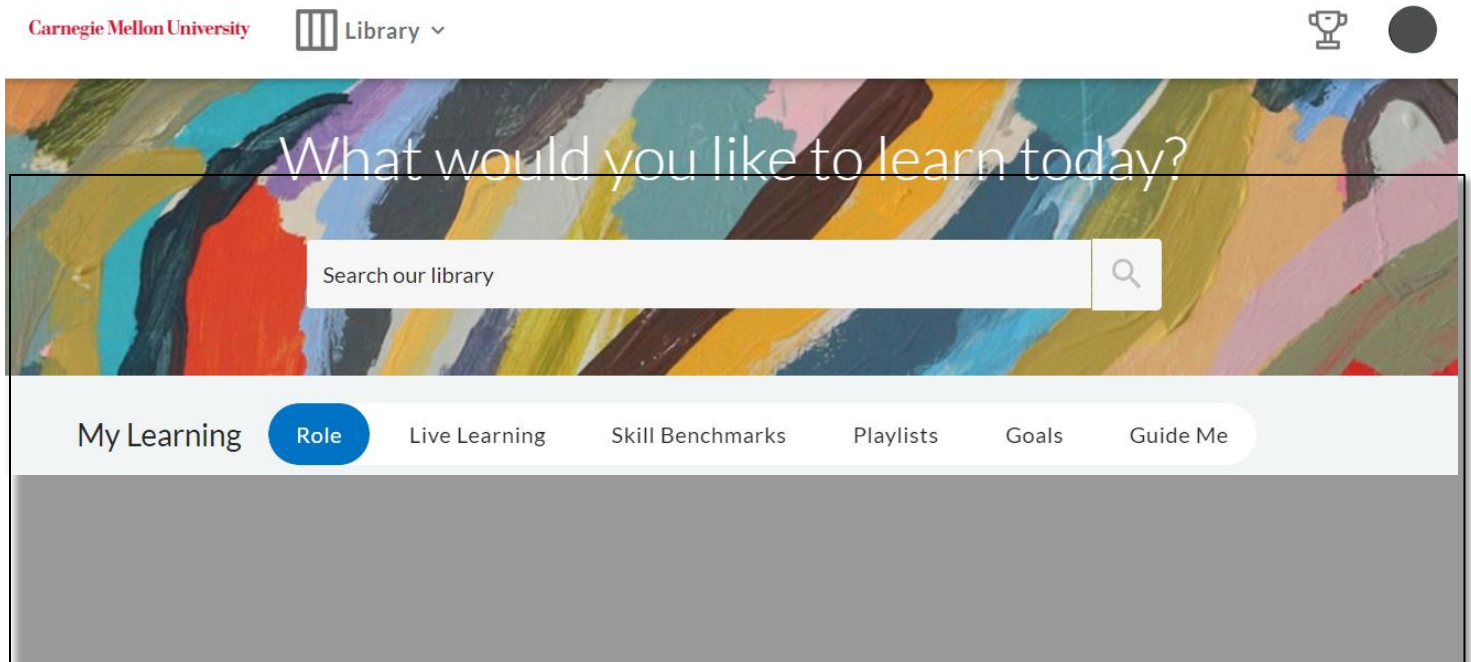# FocusU: Percipio Basics Guide

FOCUS

Home Page

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 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.

- **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.

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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.
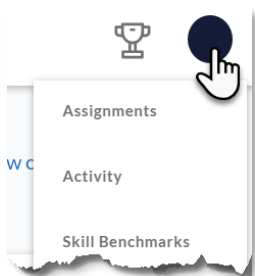
Support

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.

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