PERCEPTIVE CONTENT USER INSTRUCTIONS

Perceptive Content is a popular enterprise content management system used by MDC to manage electronic documents, images, and other content. Its web application interface allows users to access and interact with the system's features through a web browser, making it easy to use and accessible from anywhere within the college. This web application provides users with a range of powerful tools for managing and organizing their content, including document scanning, indexing, retrieval, and collaboration features. The *Perceptive Content* web application offers a comprehensive solution for streamlining content management workflows and improving productivity.

Before beginning, these are a few items you should know:

➢ You can access the **web** version of *Perceptive Content* from any computer anywhere. However, if you're working from a non-campus location, MDC VPN access is needed. Administrators should already have VPN in their personal computer or College-issued laptop. Otherwise, the instructions for the installation of VPN are available here https://www.mdc.edu/oit/security/resource_vpn.aspx.

➢ For **technical issues** such as server error messages or connection issues, please contact your *Campus Network Services (CNS) team*. The contact information for CNS at your campus can be found here https://www.mdc.edu/campus-technology/

➢ For **access**, please contact *Human Resources Employee Services Manager*, **Letitia Rackley**, at lrackley@mdc.edu or 305-237-0275.

➢ For any **other issues or concerns**, please contact *Faculty Initiatives Coordinator*, **Kimberly Chiu** at kchiu@mdc.edu or 307-237-3550.

STEPS TO ACCESS FACULTY TRANSCRIPTS, CERTIFICATIONS, AND LICENSURES IN ONLINE VERSION OF *PERCEPTIVE CONTENT (PC)*

1. Type this web address in your browser's search bar (Google Chrome, Edge, Firefox, etc.)

   https://perceptiveweb.mdc.edu/contentapps/

   TIP: For future use, bookmark the site or file the address in a location you won't forget.

2. Click the **person icon** on the far right at the top (A on next page). Three icons will appear underneath.
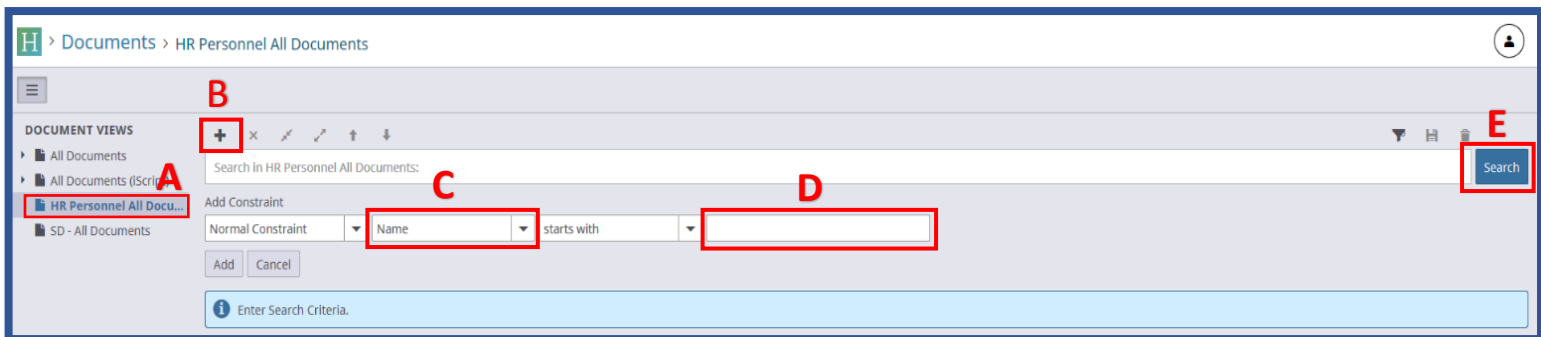
   Click the 3rd icon, next to the question mark.

3. Enter your MDC username and password.

4. Click on the sheet icon labeled **Documents** (B).

5. In the section **Document Views (**see below**)**, click on **HR Personnel All Documents** (A).

   Please note that you will only have access to view faculty transcripts, certifications, licenses, and portfolios.

6. Click on the **plus (+) sign** (B).

7. Click on the arrow in the box that reads **Name** (C).

8. Select **EMPLID** (C).

9. Enter the EMPLID in the last box, next to the one that reads **Starts With** (D).

10. Click **Search** at the top right (E).

The next screen will have these column headings:

11. Click once on the word **Type** and the documents will be in alphabetical order.

12. In the **Type** column, look for HR-TRANSC and if applicable, HR-CERT-LCN and HR-Portfolio.

    Note: If there are multiple rows labeled HR-TRANSC, HR-CERT-LCN, or HR-PORTFOLIO, click on each one to make sure you select the one with the most recent degree or credential.

13. Click anywhere on the row that has the document you want to view.

    The top of the following screen will look like this:

The bottom of the screen will look like this:

For privacy issues, only the top and bottom of the screen are shown.

14. Here you can move from page to page and manipulate the document image (zoom out, rotate to the left, etc.)

15. To view another document for the same employee, click on the **small black arrow** on the top left of the screen, under the **green H**.

16. To move to the next faculty on your list, repeat #15.

17. If you see the EMPLID of the employee you were previously viewing in the search bar and are ready to look up the next person, click the small **x** at the end of the EMPLID (A).

A   **B**   **C**

☐	EMPLID starts with ▓▓▓▓ x		Search

18. Enter the EMPLID of the next person (B).

19. Click **Search** (C).

The section below will pop up.

Search in HR Personnel All Documents:			Search
Add Constraint			
Normal Constraint ▼	EMPLID ▼	starts with ▼	
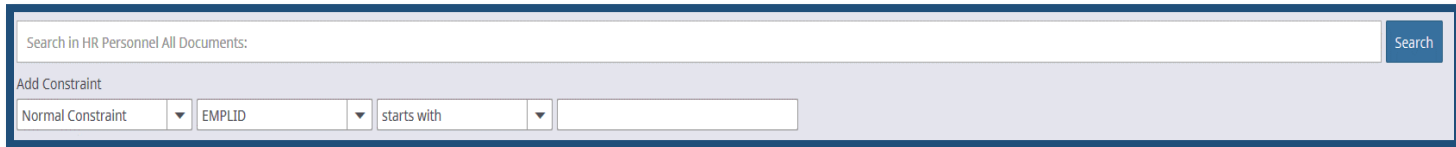
20. Repeat steps 7-15 for each faculty.