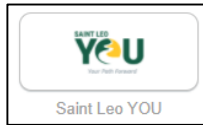


Saint Leo YOU Feature Guide

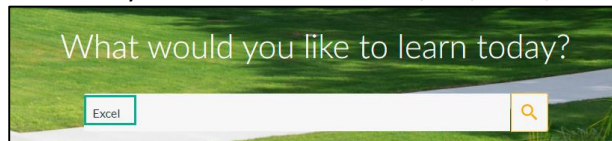
Saint Leo YOU offers several features that are user friendly and designed to offer a robust experience. This guide highlights two of the most commonly used features; creating a Playlist, and downloading and using the Mobile App.

Playlist

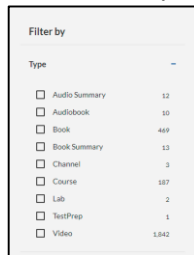
The Playlist allows you to create a list of content for playback later. Follow the steps below to build your Playlist:



1. Log on to Saint Leo YOU through OKTA
2. Search for the content you want to add to your Playlist. Follow the steps below to search for content using keywords.
 - a. Enter a keyword in the search field, i.e., Excel, Customer Service, etc.




- b. Results can be filtered by “type” using the menu on the left, i.e., Audiobook, Course, Video, etc.

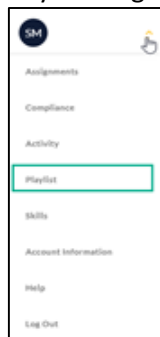


- c. Click the ellipsis  located on the right side of the title



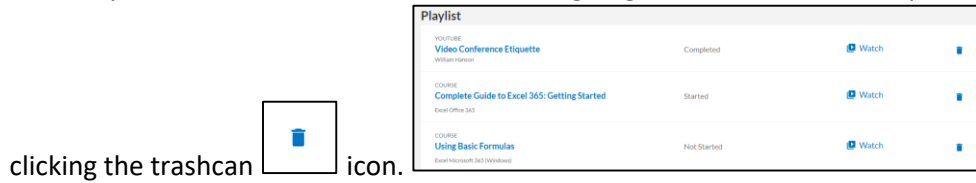
and click **“Add to playlist.”**

3. Access your Playlist by clicking this icon  next to your name at the top right side of the menu.



4. And select Playlist
- (Continued)

5. Your Playlist items will be available for watching, regardless of status, until you delete them by

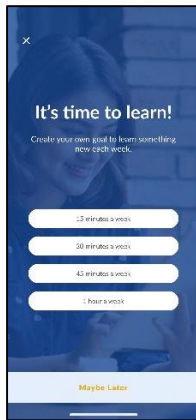


Mobile App

The Mobile App allows you to quickly access Saint Leo YOU from your phone so that you can continue learning while you're away from the office.

Follow the steps below to download and use the Skillsoft Percipio app:


1. Search for and download the app titled "Skillsoft Percipio"
2. Enter **site name Saintleo**.
3. Click **Next**.
4. Enter your Saint Leo credentials.
5. Upon a successful log on, you will be redirected to the Saint Leo YOU landing page.
6. The first time you access the mobile app, you will see the "It's time to learn!" page.




. You can set weekly learning goals here and Saint Leo YOU will keep track of your





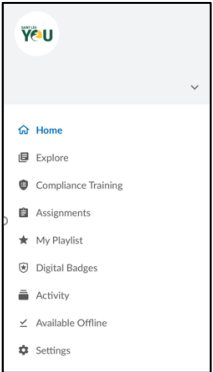
goals using interactive progress wheels

7. Click "Maybe Later"  to bypass the goals page and continue on to the Saint Leo YOU homepage.

(Continue)

8. Using the menu options located at the top of the page , you can:

a. Search for content by clicking the magnifying glass .

b. Access menu items like your Playlist by clicking the menu  icon .