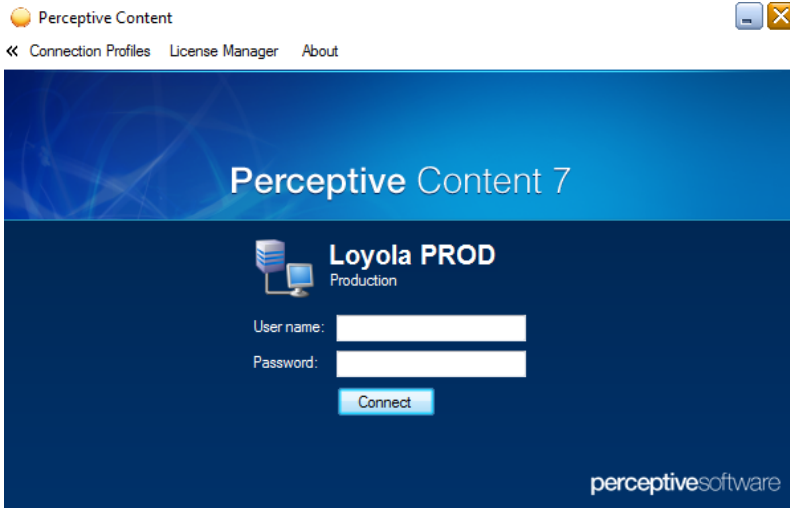# Advising Quick Start Guide Using Perceptive Content (WebNow)

Perceptive Content (WebNow) provides the ability to access a student's documents very quickly from your web browser. You can search students by name or student ID.

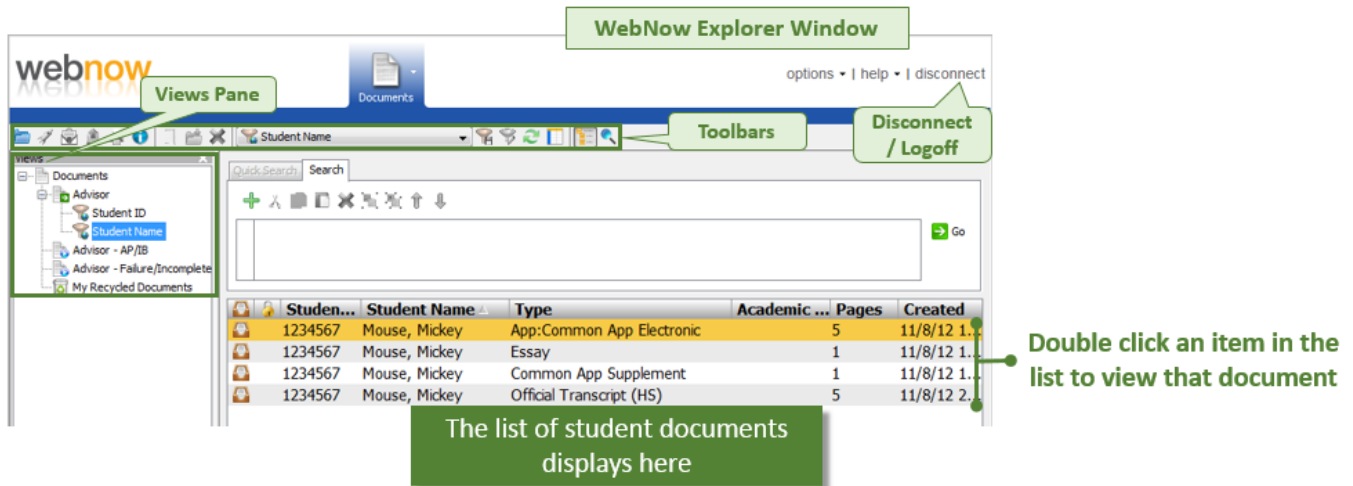## Log into Perceptive Content (WebNow)

1. Click on the Perceptive Content link under the "Quick Links" section of Inside Loyola.

   NOTE: Accessing WebNow from off-campus requires logging in to the Loyola VPN at https://vpn.loyola.edu/
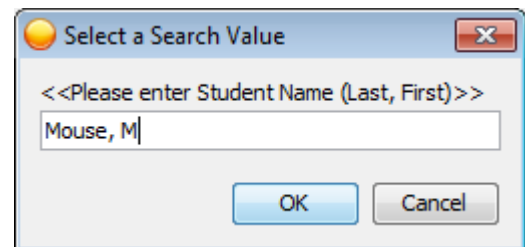
2. When you enter your Loyola credentials and click Connect, you will be taken to the Perceptive Content Explorer Window.

Searching for Student Documents

Within the Perceptive Content Explorer window, the left-hand side will show you the Views pane. Click on the **Advisor** view to expand the search options by **Student ID or Student Name**:
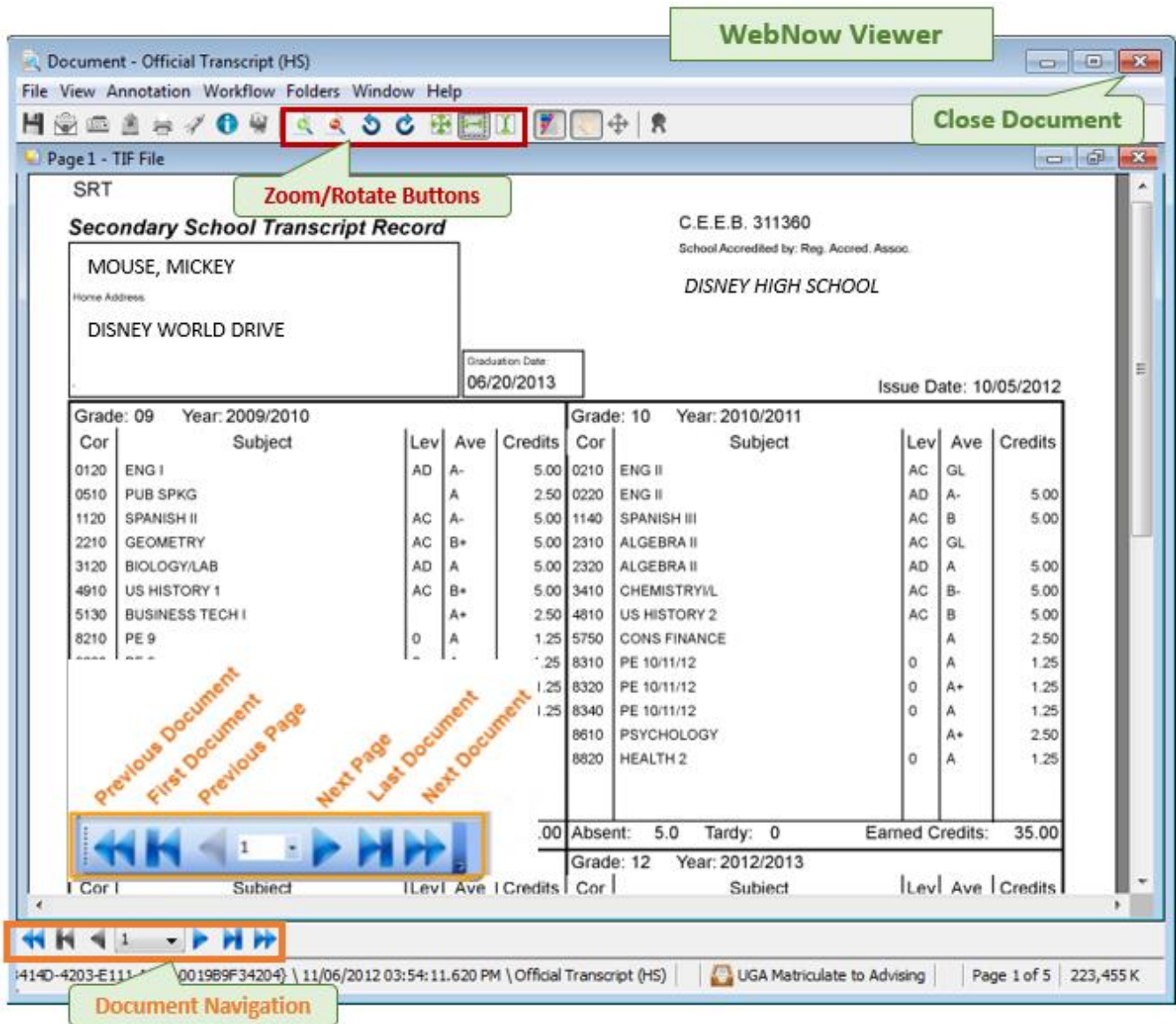

Clicking the **Student ID or Student Name** filter will bring up a search box to enter a specific ID or name. Once you hit the OK button, the list will be updated with the available documents. Double-click on a document to view it.

Advising Quick Start Guide Using Perceptive Content (WebNow)

Working with Documents

Once you double-click a document, it will open in the Perceptive Content Viewer. There are **Zoom and Rotate** buttons located on the top toolbar to assist with enhancing for optimal viewing. The **Document Navigation** toolbar at the bottom allows you to navigate between previous and next pages and documents. When you are done viewing the document, simply close the **Perceptive Content** Viewer window.

PLEASE NOTE: Both Perceptive Content and the Loyola VPN require a web browser with **Java** support. Please visit java.com to ensure that you have an up-to-date version of Java installed on your computer. If you have trouble accessing either **Perceptive Content** or **VPN**, please contact the Office of Technology Support at x5555 or ots@loyola.edu.