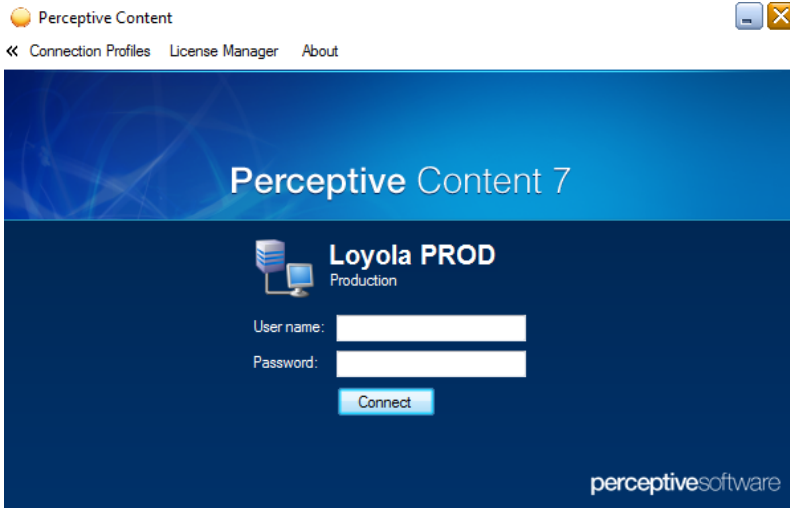


# Advising Quick Start Guide Using Perceptive Content (WebNow)

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)



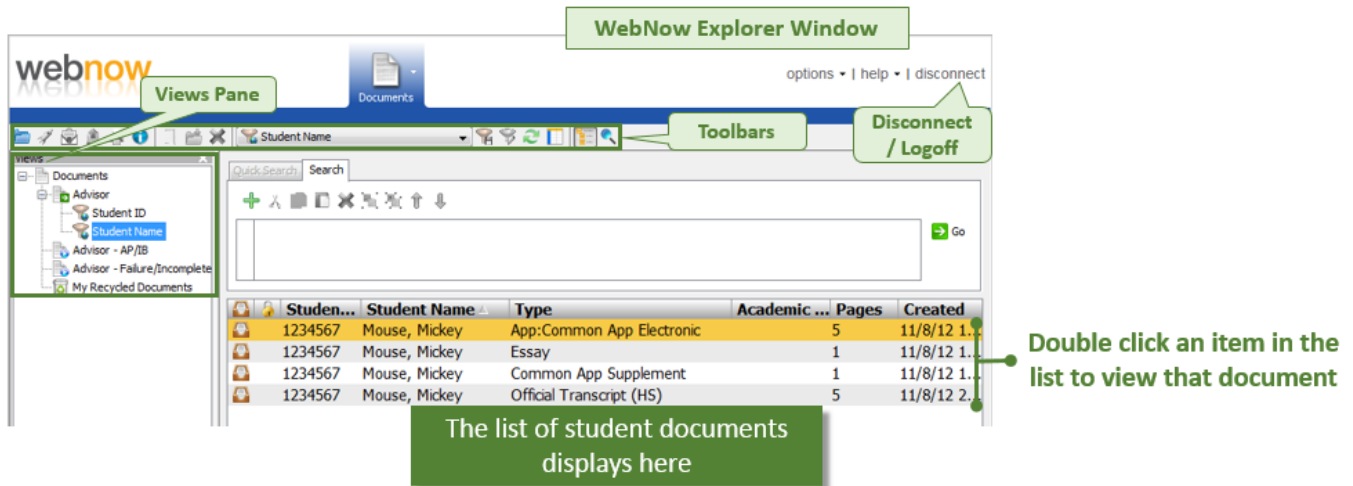
1. Click on the Perceptive Content link under the "Quick Links" section of Inside Loyola.

**NOTE:** Accessing WebNow from off-campus requires logging in to the [Loyola VPN](https://vpn.loyola.edu/) at <https://vpn.loyola.edu/>

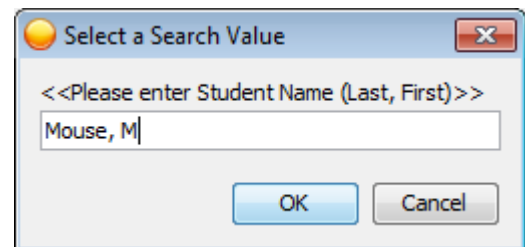
2. When you enter your Loyola credentials and click Connect, you will be taken to the Perceptive Content Explorer Window.

## 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**:



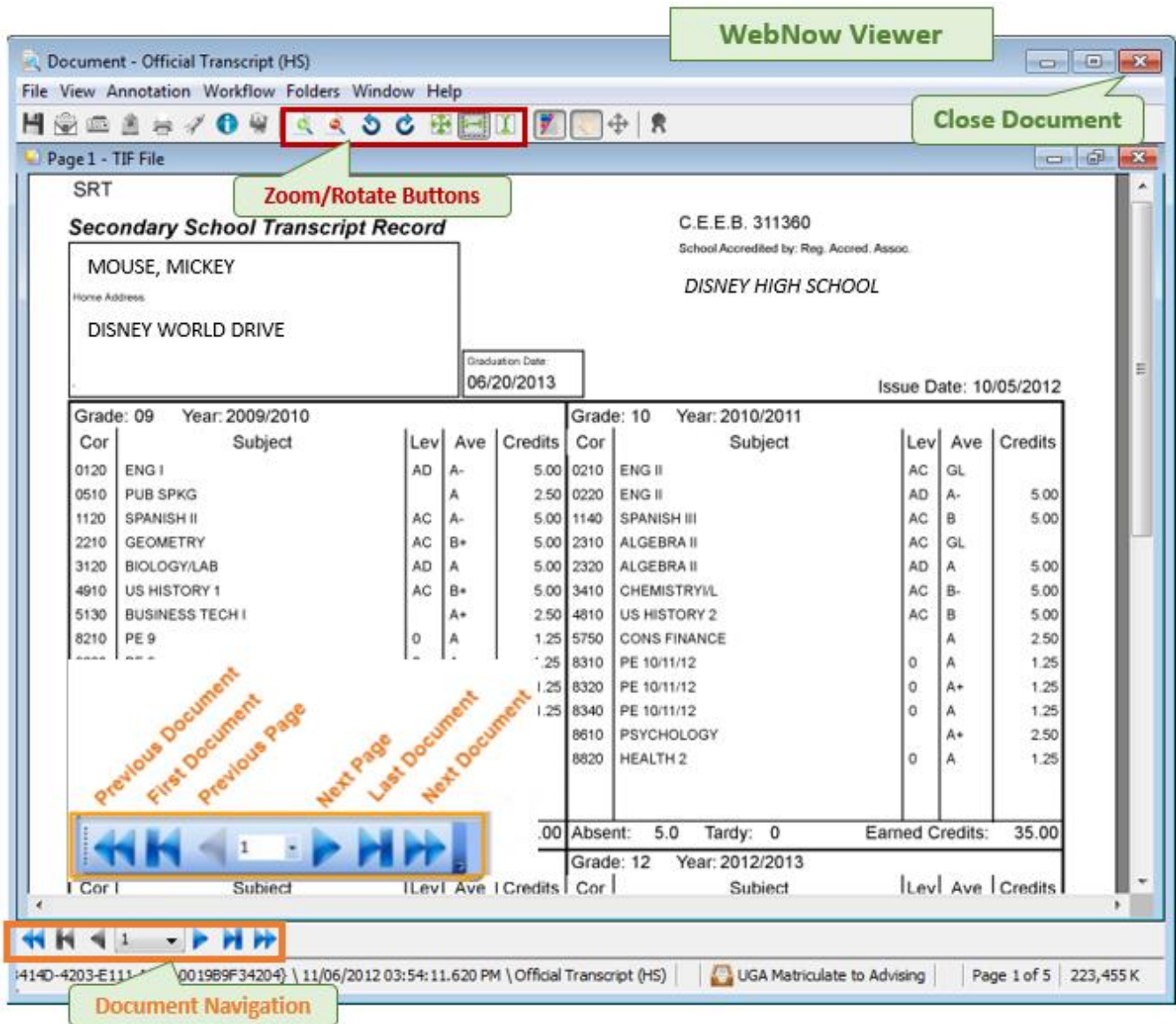
Clicking the **Student ID** or **Student Name** filter will bring up a search box to enter a specific ID or name. Once you hit the OK button, the list will be updated with the available documents. Double-click on a document to view it.



# 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.



**WebNow Viewer**

Document - Official Transcript (HS)

File View Annotation Workflow Folders Window Help

Page 1 - TIF File

**Zoom/Rotate Buttons**

**Close Document**

SRT

**Secondary School Transcript Record**

MOUSE, MICKEY  
Home Address  
DISNEY WORLD DRIVE

C.E.E.B. 311360  
School Accredited by: Reg. Accred. Assoc.  
DISNEY HIGH SCHOOL

Graduation Date: 06/20/2013

Issue Date: 10/05/2012

Grade: 09 Year: 2009/2010				Grade: 10 Year: 2010/2011					
Cor	Subject	Lev	Ave	Credits	Cor	Subject	Lev	Ave	Credits
0120	ENG I	AD	A-	5.00	0210	ENG II	AC	GL	
0510	PUB SPKG		A	2.50	0220	ENG II	AD	A-	5.00
1120	SPANISH II	AC	A-	5.00	1140	SPANISH III	AC	B	5.00
2210	GEOMETRY	AC	B+	5.00	2310	ALGEBRA II	AC	GL	
3120	BIOLOGY/LAB	AD	A	5.00	2320	ALGEBRA II	AD	A	5.00
4910	US HISTORY 1	AC	B+	5.00	3410	CHEMISTRY/IL	AC	B-	5.00
5130	BUSINESS TECH I		A+	2.50	4810	US HISTORY 2	AC	B	5.00
8210	PE 9	0	A	1.25	5750	CONS FINANCE		A	2.50
				-.25	8310	PE 10/11/12	0	A	1.25
				1.25	8320	PE 10/11/12	0	A+	1.25
				1.25	8340	PE 10/11/12	0	A	1.25
					8610	PSYCHOLOGY		A+	2.50
					8820	HEALTH 2	0	A	1.25
				.00	Absent: 5.0 Tardy: 0		Earned Credits: 35.00		
Grade: 12 Year: 2012/2013									
Cor	Subject	Lev	Ave	Credits	Cor	Subject	Lev	Ave	Credits

**Document Navigation**

1414D-4203-E111... (0019B9F34204) \ 11/06/2012 03:54:11.620 PM \ Official Transcript (HS) | UGA Matriculate to Advising | Page 1 of 5 | 223,455 K

**PLEASE NOTE:** Both Perceptive Content and the Loyola VPN require a web browser with **Java** support. Please visit [java.com](http://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](mailto:ots@loyola.edu).