I-Lead Guide for requesting access and launching from desktop/laptop or mobile device

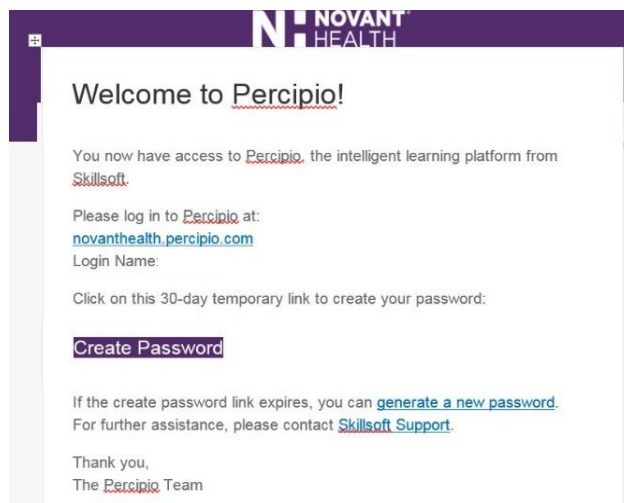## Introductory and disclaimer

I-Lead is an online learning platform that delivers an intuitive learning experience like a Netflix style approach and is designed to meet the needs of the multi-generational modern learner. Content such as articles, audio books, micro learnings, blogs, videos, etc is searchable and accessible from your laptop, desktop or any mobile device via an app.

Disclaimer: I-Lead is a licensed based application with limited number of licenses and restricted to 500 users who can logon at a given time.

To request access for desktop/laptop and mobile devices

A leader will need to submit a Service Portal ticket to request access. **Note**: Access provides username and password for log on.
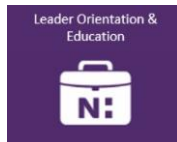
1. Open I-Connect
2. Click the **Service Portal** link located at the top of the page
3. Click "Use Private Machine Login (SSO)"
4. Click "Digital Products & Services"
5. **Two options (choose one only):**
   - **Option 1:**
     - In the search bar type "I Lead"
     - Select I-Lead Access Button and submit
   - **Option 2:**
     - Click on "New Order"
     - Click on "Education and Training"
     - Select "I-Lead Access Button" and submit
6. Once approved by Corporate Education, each leader will receive a "welcome" email with username and password from the Percipio vendor for I-Lead. This email will be sent to your Outlook work email.

NH NOVANT HEALTH

Welcome to Percipio!

You now have access to Percipio, the intelligent learning platform from Skillsoft.

Please log in to Percipio at:
novanthealth.percipio.com
Login Name:

Click on this 30-day temporary link to create your password:

Create Password

If the create password link expires, you can generate a new password.
For further assistance, please contact Skillsoft Support.
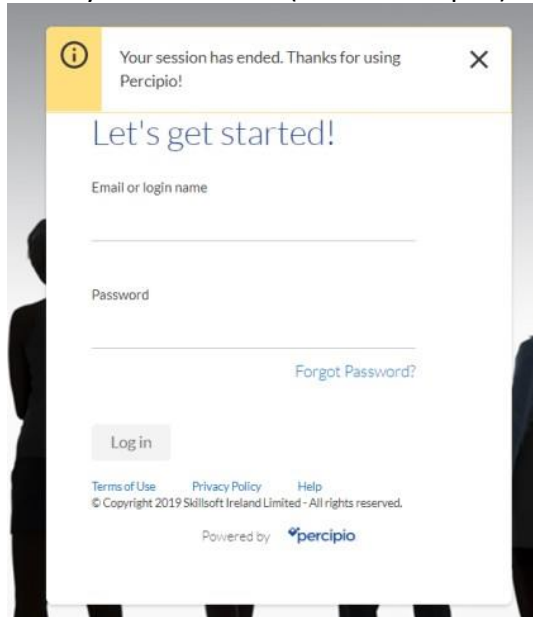
Thank you,
The Percipio Team

To launch I-Lead from desktop/laptop

Leaders using a desktop/laptop will launch I-Lead from I-Connect.

1. Open I-Connect and hover over "Corporate Departments"
2. Click "Education and Training"
3. Click "Corporate Education"
4. Click "Leader Orientation and Education" icon.

5. Click on "I-Lead" icon
6. Enter your username (email or corp id) and password (provided in welcome email)

Note: Passwords are case-sensitive

7. Click log in

To launch I-Lead from mobile device

Leaders using a mobile device will launch I-Lead from the Percipio APP once installed.

Step One: Download APP

1. On your phone locate Google Play Store for Android or Apple Store for iPhones
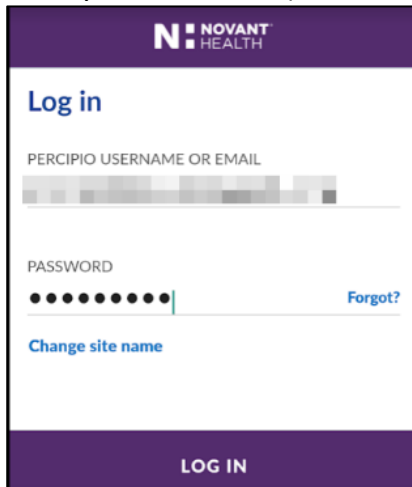2. Locate "Percipio" APP

3. Tap "install" to download app to your phone

Step Two: Log In

1. Enter your username (email or corp id) and password (provided in welcome email)

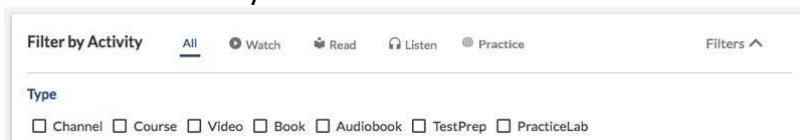2. Tap "login"

Search I-Lead for Learning Opportunities

Leaders can use the I-Lead search to quickly find content which is available as channels, courses, videos, books, and audiobooks depending on the terms and operators you enter. Note: A search can return 20 results on a page. To see additional results, click "Show More" at the bottom of the page.

To Search for Content

1. Type content in search engine
2. Click or tap search icon 🔍

Refine your search results

Use filters to refine your search results.

Filter by Activity

- ALL: every content type, including channels
- WATCH: courses, videos, and custom content with the watch designation
- READ: books, book summaries, and custom content with the read designation
- LISTEN: audiobooks, audio summaries, and custom content with the listen designation
- PRACTICE: Practice Labs, test preps, and custom content with the practice designation

Filter by Type

The Type filter is available in the ALL activity filter; use it to specify the type of content you want returned in your search results.