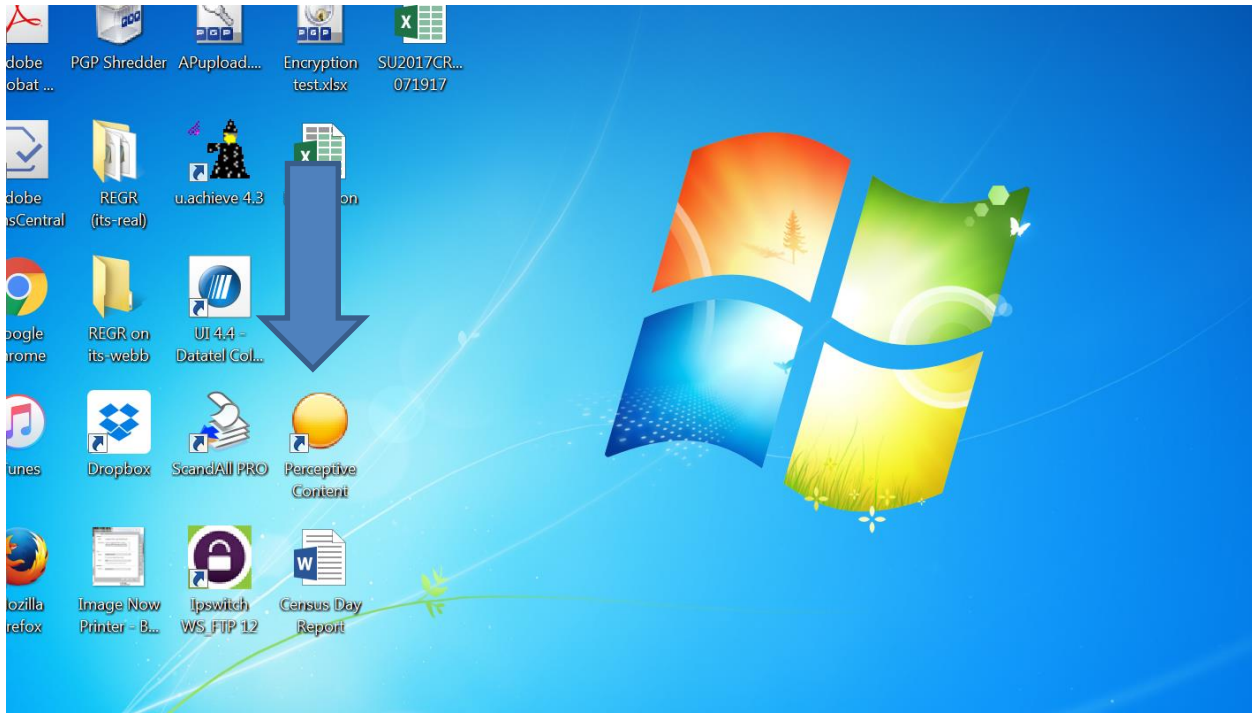
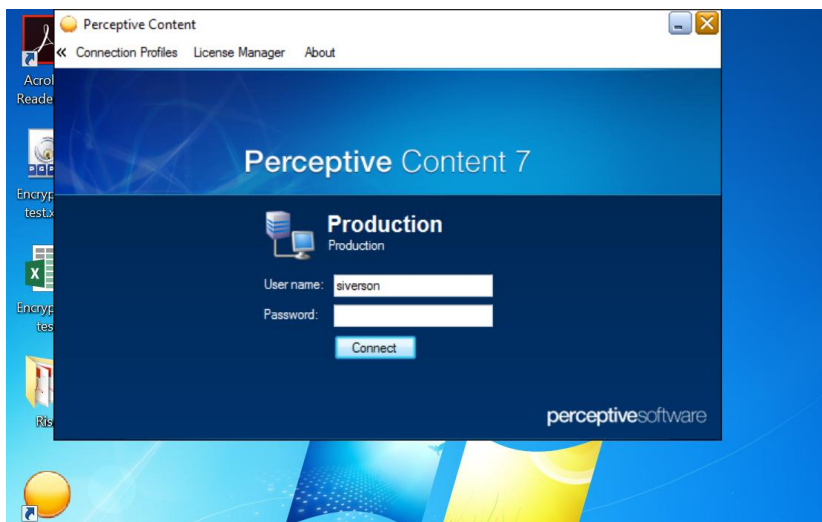


Image Now by Perceptive Content Basics for Windows

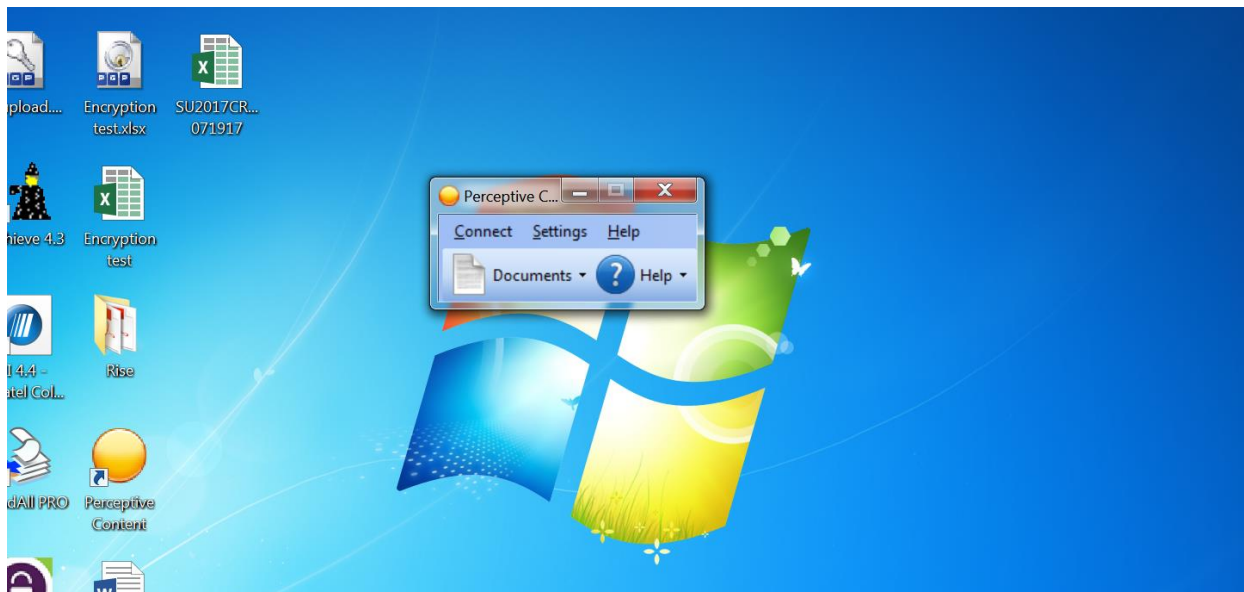
- 1) Open Perceptive Content by clicking on yellow sun icon ☀️. You may still have an outdated icon on your desktop for ImageNow as well. Be sure to click on the icon for **Perceptive Content**.



- 2) The program will appear in a pop-up. Log in using Network Credentials (not your e-mail credentials)



- 2) A small toolbar will appear. Click the drop down by “Documents” to access Registrar-All Docs and view your advisees’ records.

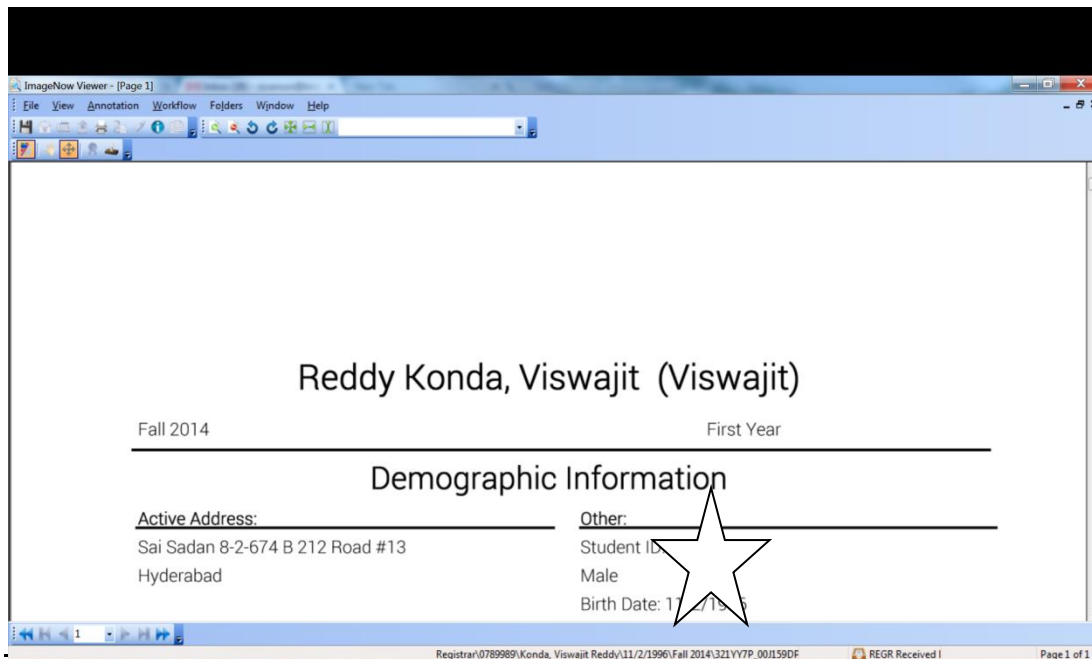


- 3) Your list of advisee records should appear. You can sort them by student or type by double clicking the appropriate column heading.

Student Name	StudentID	Date of Birth	Type	Pages	Created	Workflow Q
Mauriello, Maegan ...	0730255	04/11/1992	AP Scores	1	11/6/2013	
Brinkman, Samuel	0816919	2/24/1999	REGR New Studen...	2	7/20/2017	REGR Rece
Brinkman, Samuel	0816919	2/24/1999	REGR Essay	1	7/20/2017	REGR Rece
Brinkman, Samuel	0816919	2/24/1999	REGR Student Rec...	1	7/20/2017	REGR Rece
Brinkman, Samuel	0816919	2/24/1999	REGR Application	8	7/20/2017	REGR Rece
Brinkman, Samuel	0816919	2/24/1999	REGR School Profile	2	7/20/2017	REGR Rece
Brinkman, Samuel	0816919	2/24/1999	REGR Admit Letter	1	7/20/2017	REGR Rece

5) To view a document, double-click anywhere on the row listing the student information. You must close the document to move on to the next.

Clicking on row will produce document for viewing. To maximize the window hit F11. When finished viewing hit red X to close out window and move on to next document.



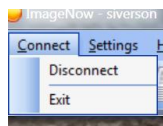
Viewing Annotations

College transcripts will have annotations called “Sticky Notes” detailing credit decisions. Click on the yellow square to read comments. The credit given will show on the student’s transcript on Tigerpaws.

Course	Course Title	Credit	Grade	Grdpt	Core	Course	Course Title	Credit	Grade	Grdpt	Core
A.C.C. College Credit Courses											
SUMMER 2013											
HIST-1301	U S History I	3.00	C	6.00	060						
HIST-1302	U S History II	0.00	N*	0.00	000						
Hrs Att	Hrs Compl	Hrs Earned	Grd	Pts	GPA						
6	3	3		6	2.000	Semester Overall					
6	3	3		6	2.000	Cumulative Overall					
CREDIT SUMMER 2014											
HIST-1302	U S History II	3.00	C	6.00	060						
Hrs Att	Hrs Compl	Hrs Earned	Grd	Pts	GPA						
3	3	3		6	2.000	Semester Overall					
9	6	6		12	2.000	Cumulative Overall					
CREDIT FALL 2014											
GOVT-2305	US Government	3.00	B	9.00	070						
SOCI-1301	Intro to Soc	3.00	A	12.00	080						
Hrs Att	Hrs Compl	Hrs Earned	Grd	Pts	GPA						
6	6	6		21	3.500	Semester Overall					
15	12	12		33	2.750	Cumulative Overall					
Good Standing											
End of official record.											



6) When through using the Image Now system, be sure to disconnect completely by clicking Connect, and choosing Disconnect from the Image Now toolbar.



For problems accessing this system please contact the ITS-Helpdesk at ext 7409.