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 You may still have an outdated icon on your desktop for ImageNow as well.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.
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.

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.