How to register for trainings in Percipio

From the Single Sign On page click on the Percipio tile. https://one.spcollege.edu/?redirect=1
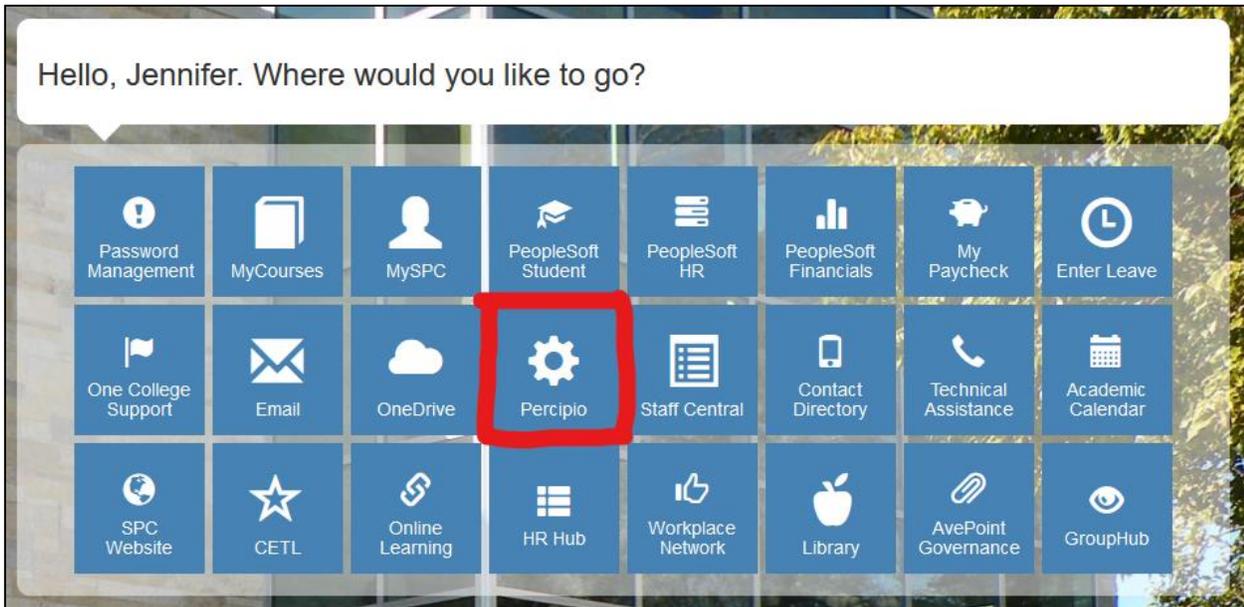
From the Percipio Home Page*, scroll to the SPC FEATURED CONTENT section

> *Note: If this is your first time in Percipio, you will be asked a few general set up questions before landing on the SPC Percipio home page.*
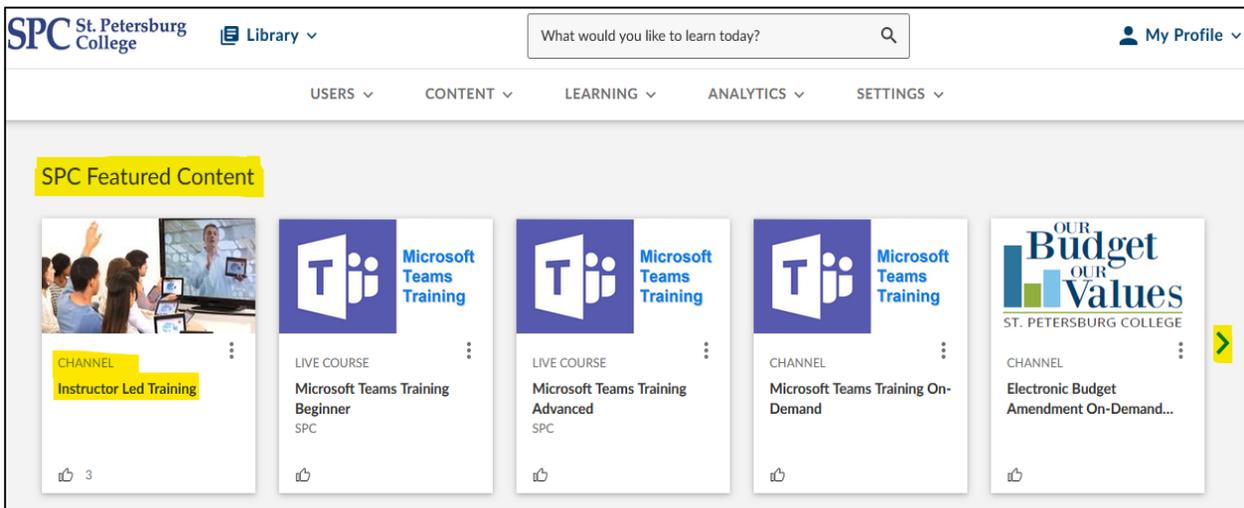
Under the SPC Featured Content area look for the training topic you are interested in. You may need to use the arrow to scroll over to see additional topics. Click on the channel (tile) of the specific training topic or click on the channel called Instructor Led Training. For example, click on the Instructor Led Training channel which will give you a list of all Instructor Led Training topics available.

Instructor Led Training

Training from SPC subject matter experts.

👥 Attend

Electronic Budget Amendment Training

LIVE COURSE | 1h 30m | SPC

How to enter budget amendments through PeopleSoft Financials.

⊙ Started

PCard Training

LIVE COURSE | 2h 30m | SPC

A PCard is a St. Petersburg College (SPC) Visa credit card that is tied to the requirements for an individual to obtain a PCard, or be assigned to

View More

○ Not Started

Scroll through the list until you find the training you want to attend. For example, click on the Microsoft Teams Training Beginner. Click on Learn more & register.

Microsoft Teams Training Beginner

👍 ⋮

LIVE COURSE | 1h 30m | SPC

Microsoft Teams Training Beginner will cover: Navigate Microsoft Teams Overview of calls, chats, meetings Calendar & meetings Collaborating & Create a team

○ Not Started

Learn more & Register

You will now see a list of classes with the days and times listed. Scroll through the classes to find the day and time you want to attend the training. Click the register button.

Microsoft Teams Training Beginner : Class 4

REQUIRED DATES AND TIMES	LOCATION	INSTRUCTOR	STATUS		
Jan 29, 2021 09:00AM - 10:30AM EST	Online	Microsoft Professional Trainer	Available	ⓘ Registration closes on Jan 29, 09:00AM EST	+ Register

Once you click the register button, you are officially registered. You will see the option to add the training directly to your calendar. Click the add to Calendar button and select the calendar type.

Microsoft Teams Training Beginner : Class 4

REQUIRED DATES AND TIMES	LOCATION	INSTRUCTOR	STATUS
Jan 29, 2021 09:00AM - 10:30AM EST	Online	Microsoft Professional Trainer	Registered

HOW TO JOIN

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTFhYzNkOTUtMzA4Ny00MzQ5LTljZWMtM2IwODM4MWZkNWQy%40thread.v2/0?context=%7b%22Tid%22%3a%22575038c8-ac70-4295-810e-0df79c005f41%22%2c%22Oid%22%3a%2268247868-01e1-46a0-9219-f1d1ce6a9dc4%22%7d ↗

📅 Add to Calendar ∧   ✕ Cancel

> Outlook
>
> Apple Calendar
>
> Outlook.com(Online)
>
> Yahoo!(Online)
>
> Google(Online)

Next an Outlook box will pop up, click ok.

Opening addtocalendar.ics   ✕

You have chosen to open:

🗒 **addtocalendar.ics**

    which is: iCalendar File (596 bytes)

    from: blob:

What should Firefox do with this file?

◉ Open with | Outlook 2016 (default)   ∨ |

○ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel

Then when the outlook appointment opens, click the save and close button in the top left corner to add this training to your calendar.

💾   ↩   ↪   ↑   ↓   ⤓   Microsoft Teams Trainir

| File | Appointment | Insert | Format Text | Review | 🔍 Tell me what you want to do... |

Save & Close | Delete | 📇 Calendar | 🔄 Forward ▾ | Schedule a Meeting | Appointment | Scheduling Assistant | Skype Meeting | Teams Meeting | Meeting Notes

Actions   Zoom   Show   Skype Meeting | Teams Meeting | Meeting Notes

Subject	Microsoft Teams Training Beginner : Class 4
Location	
Start time	Fri 1/29/2021	9:00 AM	☐ All day event
End time	Fri 1/29/2021	10:30 AM	

Microsoft Teams Training Beginner will cover:

You will receive an email confirmation that includes the link to join the training and an option to add the training to your calendar if you did not already do this. Finally, please note that the meeting link will be in the email confirmation and on the Percipio website but not in the Outlook invite.

If you need to cancel, simply return to the training in Percipio and click cancel.

Microsoft Teams Training Beginner : Class 4

REQUIRED DATES AND TIMES	LOCATION	INSTRUCTOR	STATUS
Jan 29, 2021 09:00AM - 10:30AM EST	Online	Microsoft Professional Trainer	Registered

HOW TO JOIN

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTFhYzNkOTUtMzA4Ny00MzQ5LTljZWMtM2lwODM4MWZkNWQy%40thread.v2/0?context=%7b%22Tid%22%3a%22575038c8-ac70-4295-810e-0df79c005f41%22%2c%22Oid%22%3a%2268247868-01e1-46a0-9219-f1d1ce6a9dc4%22%7d

📅 Add to Calendar ∨   ✕ Cancel