

To return to perce.biz, use your browser's 'Back' button. You may print these instructions for future reference.



PerCE System Instructions

1. Login to www.perce.biz using your username and password.
2. Search the course catalog by following the directions outlined in step 1 on the PerCE system home page.
3. Click on a 'course name' from the list of courses to view the description.
4. Either use your browser's 'Back' button to return to the list of courses, or click on the 'add course to CE plan' icon below to register to take this course.
 - a. Repeat step 3 if you do not register to take a course.
5. Click the 'download the course' button to automatically begin to download the video to iTunes. The program will launch on your computer when the download is complete (usually takes 1 – 4 minutes on a high-speed connection). You may then close the PerCE website.
6. In iTunes, click on the Podcasts Library. (see graphic at right)



7. To play the movie on your computer, click the play button (see graphic at right) in iTunes. If you click the button more than once, the video will pause and require you to click play again to resume the video.
 - a. Skip to step 9 if you don't have a video iPod.
8. Plug your video iPod into the USB port of your computer. It will automatically synchronize the video onto your iPod.
 - a. For more information on playing the video on your iPod, please refer to the PerCE Video iPod Directions.
9. After you've watched the video, return to www.perce.biz and login using your username and password.
10. Follow the directions outlined in step 2 on the website to complete the evaluation questions.
11. Click 'Post Test' to answer evaluation questions in order to receive a completion certificate.
12. Click 'next --->'
13. Answer the questions by clicking 'Yes' or 'No' for each one.
14. Click 'Submit'.
15. Click on the 'Submit' icon.
16. Follow the directions outlined in step 3 on the website to print your completion certificate.

