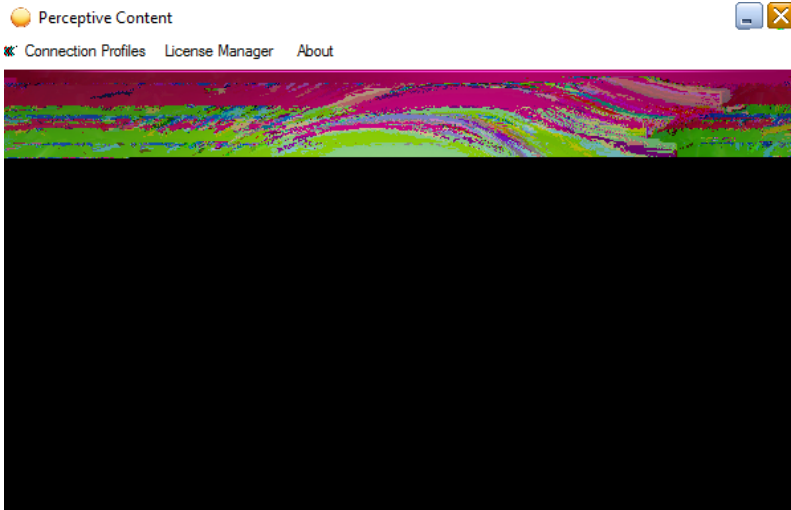




Advising QuickStart Guide Using Perceptive Content (WebNow)

WebNow documents very quickly from your web browser. You can search students by name or student ID.

Log into Perceptive Content (WebNow)



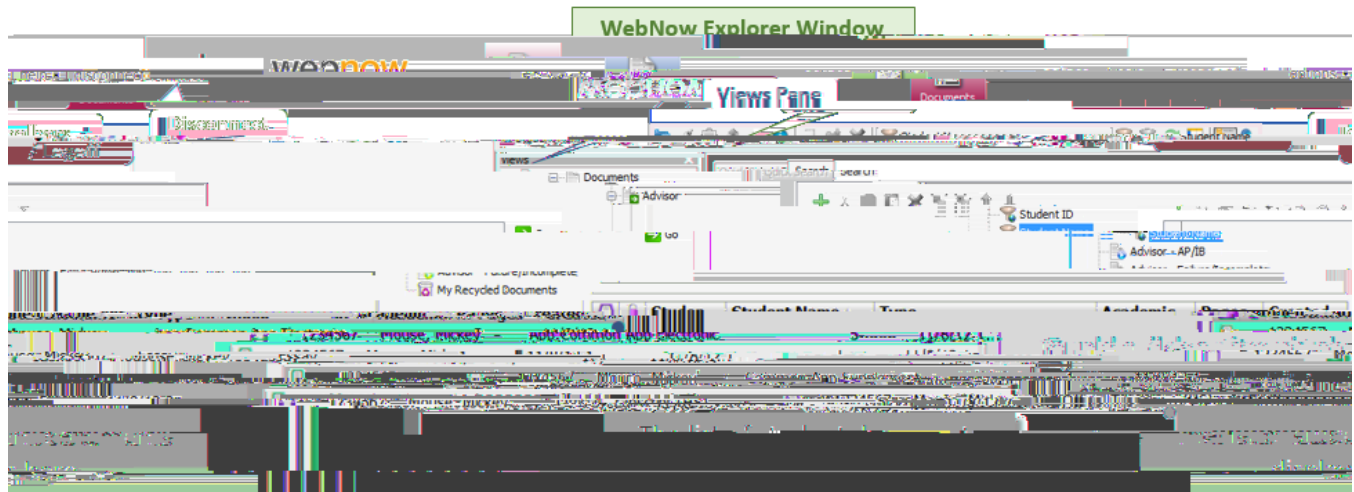
1. Click on the [Loyola VPN](https://vpn.loyola.edu/) link at <https://vpn.loyola.edu/>

NOTE Accessing WebNow from off-campus requires logging in to the [Loyola VPN](https://vpn.loyola.edu/) at <https://vpn.loyola.edu/>

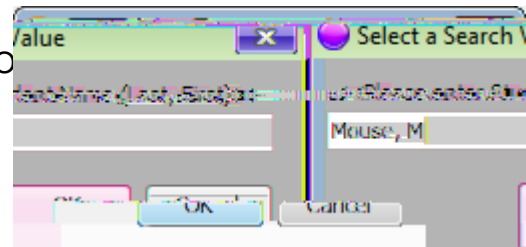
2. When you enter your Loyola credentials

Searching for Student Documents

Within the Perceptive Content Explorer window, the left-hand side will show you the Viewspan. Click on the Advisor view to expand the search options by Student ID or Student Name:



Clicking the Student ID or Student Name filter will bring up a search box to enter a specific ID or name. Once you hit the OK button, the list will be updated with the available documents. Double-click on a document to view it.





Advising Quick Start Guide Using Perceptive Content (WebNow)

Working with Documents

Once you double-click a document, it will open in the Perceptive Content Viewer. There are Zoom and Rotate buttons located on the top toolbar to assist with enhancing for optimal viewing. The Document Navigation toolbar at the bottom allows you to navigate between previous and next pages and documents. When you are done viewing the document, simply close the Perceptive Content Viewer window.