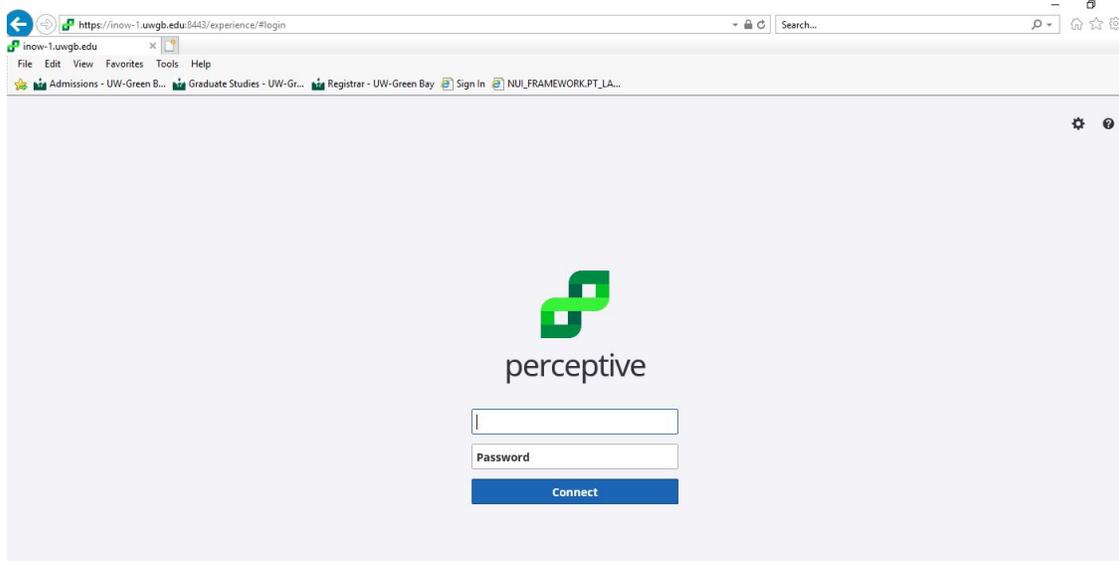
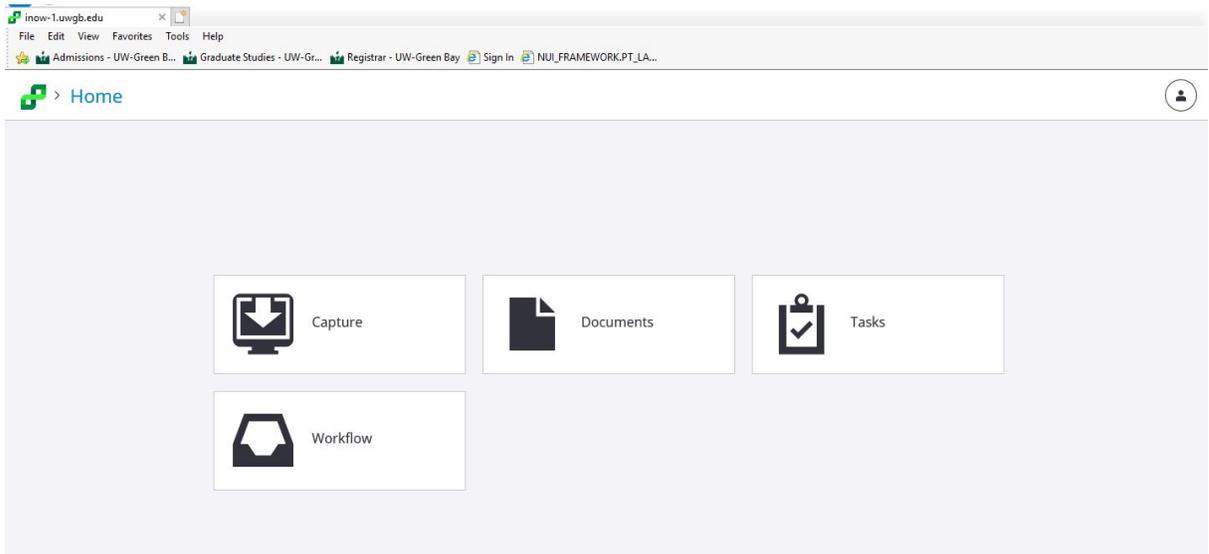


HOW TO ACCESS DOCUMENTS IN PERCEPTIVE CONTENT

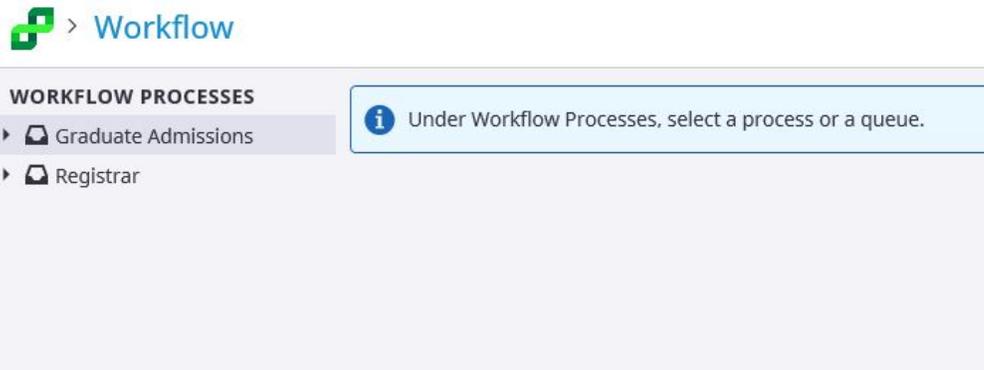
1. Using an internet browser navigate to <https://experience.uwgb.edu/>
2. Enter your UWGB Credentials and select “connect”
 - a. Note: You will need to log in to activate DUO request prior to logging into perceptive content: <http://protected.uwgb.edu> You must have DUO access. *[If you do not have DUO access, please contact the Helpdesk for help.](#)*



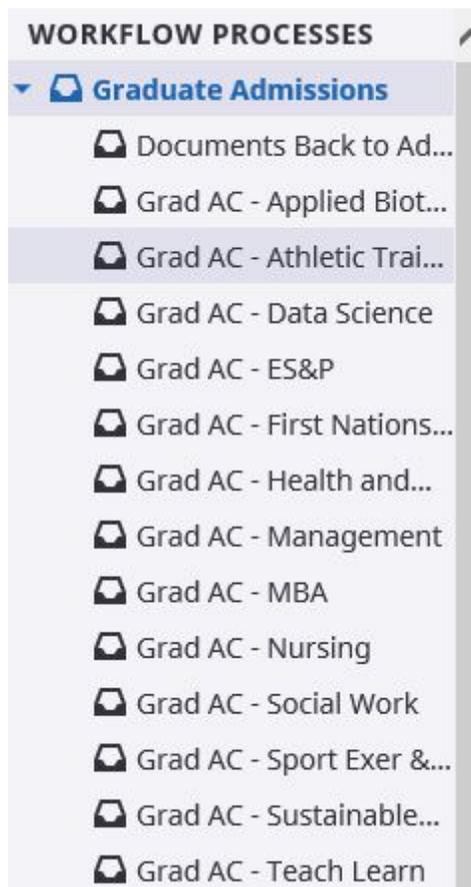
3. Select workflow



4. On the left hand side select the drop down for 'Graduate Admissions'



5. Select the Grad AC folder relevant to your program
 - a. Note: you will only see the AC folders you have access to



6. Please note: Unless you have access to the 'GRAD ADMIN REVIEW' folder you do not need to move your documents after your review is completed. The graduate studies office will move documents on a weekly basis after the ATF is completed.