**Perceptive Content Apps** is the web-based interface for Perceptive Content, the Graduate School’s enrolled student records management system. **Content Apps** can be accessed using any modern internet browser. However, if outside the campus network, users will have to log in to the VPN to access the system.

Here is the link to **Perceptive Content Apps**: [https://contentapps.umsystem.edu](https://contentapps.umsystem.edu)

- To access the system, log in to Content Apps using your **MU Username** and **Password**

If you receive a message indicating you do not have an account or you are not able to log in using your university credentials, please complete the [User Request form at this link](https://contentapps.umsystem.edu). Perceptive Content is managed by the UM System IT group and we will have to formally request an account.

- Once inside, click in the **Documents** icon on the **Home screen**.
• Click on the **Show or Hide Views List** icon (the three lines) to open your views pane on the left.

• Click in the **View** you wish to search in (some program users will see multiple views). In this case, the search will be performed in the Mathematics view.

• Click in the “**Search in the...**” view box to access the search constraints bar.
• Select **Student ID** from the second drop down.

![Select Student ID from the drop down list]

• Enter the student’s **MU ID number** in the last space and click on the **Search box** and click **Search**.

![Enter MU ID number and click Search]

• To open a document, double-click anywhere on the record you wish to view.

![List of documents with details and page numbers]
• In the top right of the screen, click on the first icon on the right to see the document **Thumbnails** and the last icon to see the **Document Properties**.

![Image of document with thumbnails and properties]

• Experiment the top left toolbar options. Access to each of these icons will depend on user permissions. All users should be able to go back to the previous search (the first, left arrow icon) or print a document (printer icon).

![Image of document with options]

**Please note** - this packet is meant to be a short, basic packet on how to access the system and find documents. The Graduate School can work with your program on using more advanced features, such as creating private filters (custom searches), etc.

To request training, please complete the [training request form at this link](#).  

Contact [gradamin@missouri.edu](mailto:gradamin@missouri.edu) with questions or for assistance.