Perceptive Content Apps (https://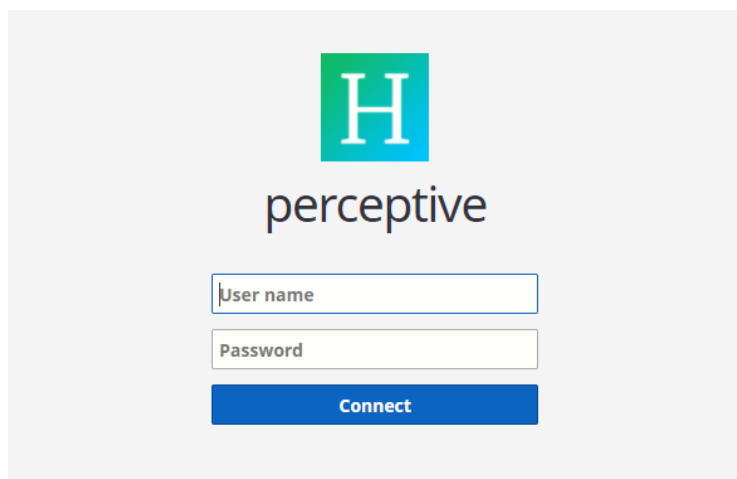contentapps.umsystem.edu) is the web-based interface for Perceptive Content, the Graduate School's enrolled student records management system. **Content Apps** can be accessed using any modern internet browser.

If outside the campus network, users will have to log in to the VPN to access the system.

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

    Note: If you are unable to log in using your university credentials, please complete the User Request form at this link. Perceptive Content is managed by the UM System IT group. The Graduate School must request credentials for new users.
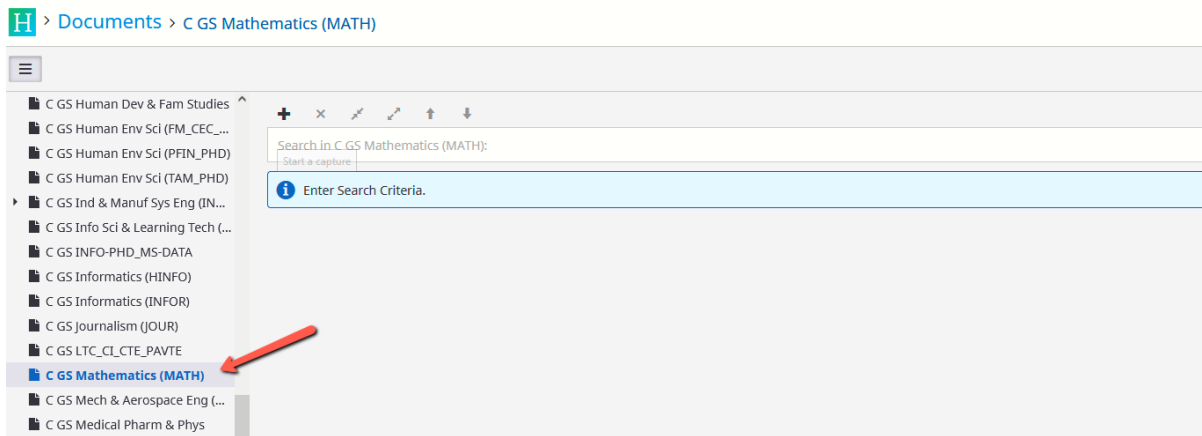

- To access the system, click the **Documents** icon on the **Home screen**.
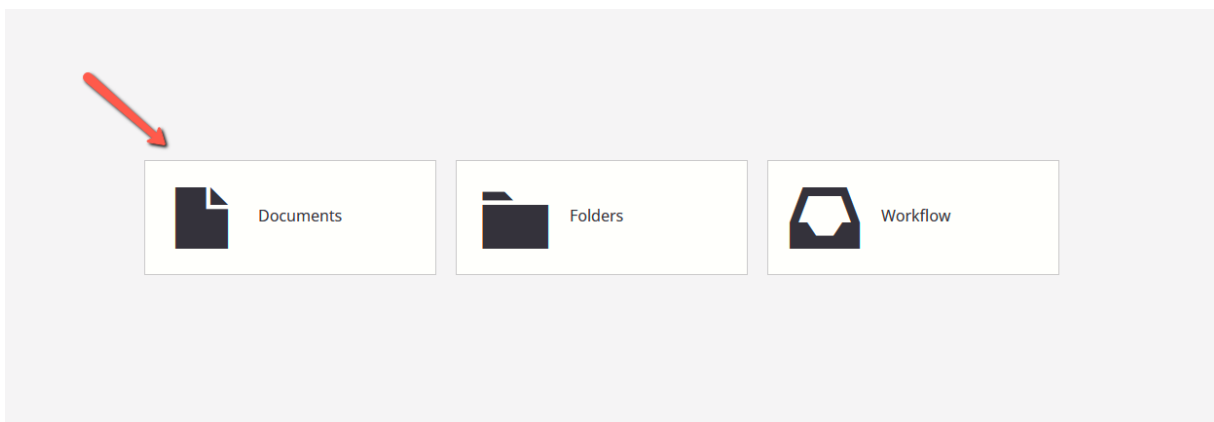
- Click on the **Show or Hide Views List** icon (the three lines) to open the views pane on the left.
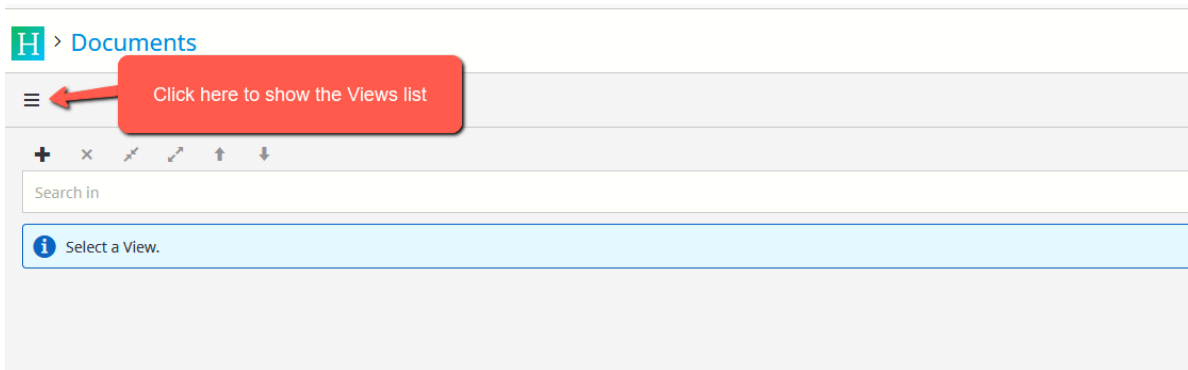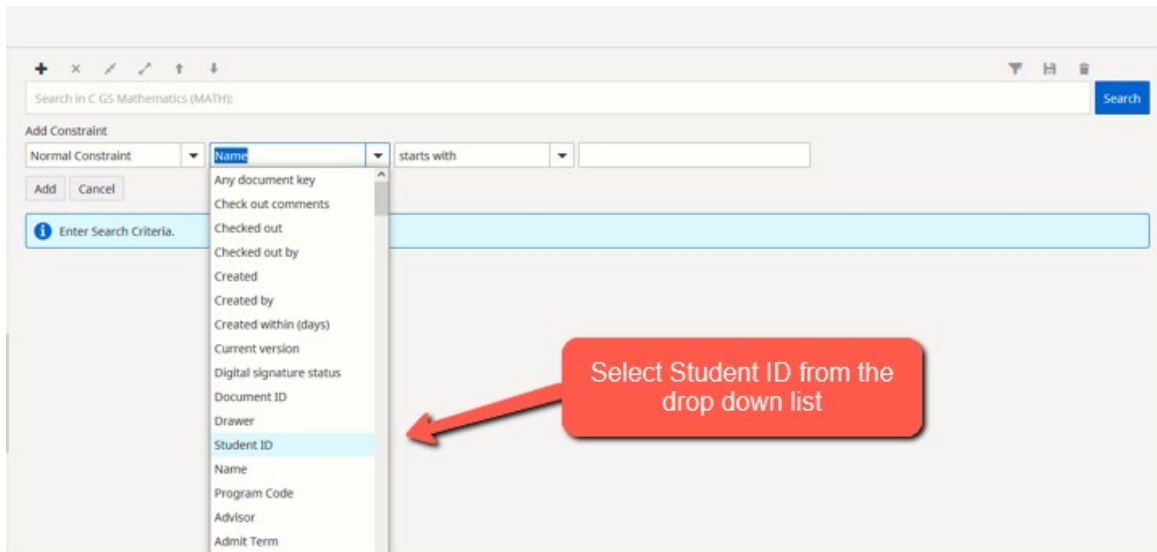

- Click in the **View** you wish to search in (some program users will see multiple views). In this case, the search will be performed in the Mathematics view.
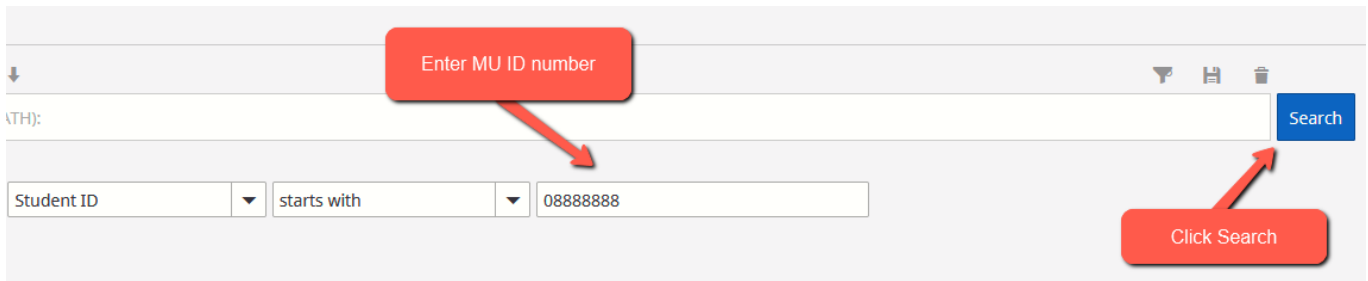

- Click in the **"Search in the…."** view box to access the search constraints bar.
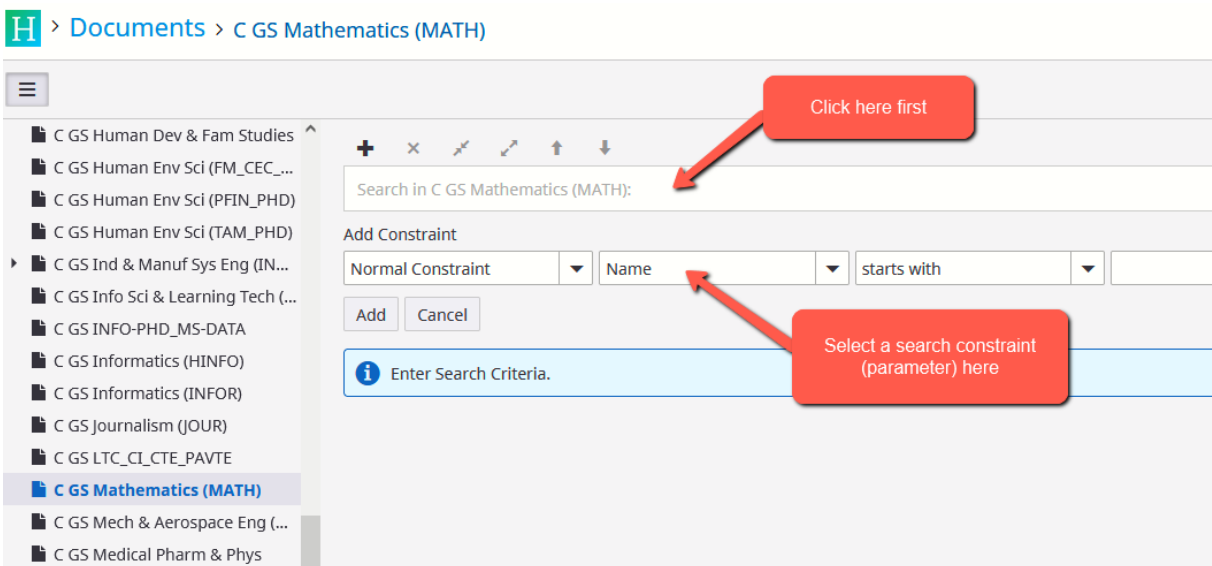
- Select **Student ID** from the second drop down.

- Enter the student's **MU ID number** in the last space and click **Search**.

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

Drawer	Student ID	Name	Program Code	Advisor	Admit Term	Type	Pages
C GS	08888888	Tiger,Truman The	MATH		FS2011	ETD - Approval Page - C GS	2
C GS	08888888	Tiger,Truman The	MATH		FS2011	ETD - Release Form - C GS	1
C GS	08888888	Tiger,Truman The	MATH		FS2011	Form- Course Sub - C GS	1
C GS	08888888	Tiger,Truman The	MATH		FS2011	Masters M-1 - C GS	1
C GS	08888888	Tiger,Truman The	MATH		FS2011	Masters M-2 - C GS	1
C GS	08888888	Tiger,Truman The	MATH		FS2011	Masters M-3 - C GS	1
C GS	08888888	Tiger,Truman The	MATH		FS2011	Trans_BA - C GS	1
C GS	08888888	Tiger,Truman The	MATH		FS2011	Trans_Other - C GS	1
C GS	08888888	Tiger,Truman The	MATH		FS2011	Trans_Other_UG - C GS	1

- In the top right of the screen, click on the first icon (highlighted in teal below) to see the document **Thumbnails** and the last icon (highlighted in red below) to see the **Document Properties**.

- The buttons available on the left toolbar will vary based on account permissions. Hovering over the buttons with your mouse will tell you their functions. All users should be able to go back to the previous search (the first, left arrow icon) or print a document (printer icon).

Sending Documents to The Graduate School

The following documents can be sent to Perceptive Content using the Graduate Imaging email address (mugradimaging@umsystem.edu):

- M-forms, DM-forms, D-Forms, EdSp-forms
- Graduate Certificate/Graduate Minor Plans of Study
- Change of Committee Forms
- Course Substitution Forms

The following forms should be sent to Graduate Admissions (gradadmin@missouri.edu):

- Reactivation Forms
- Change of Degree/Advisor Forms

Formatting:

- Form should be submitted in pdf format
    - Each attachment should contain **one** form type for **one** student
    - More than one form can be submitted at once as long as each form is a separate attachment
- Include the following information in the body of the email:
    - Student name
    - Student ID Number
    - The form type(s) being submitted (M1, M2, etc)

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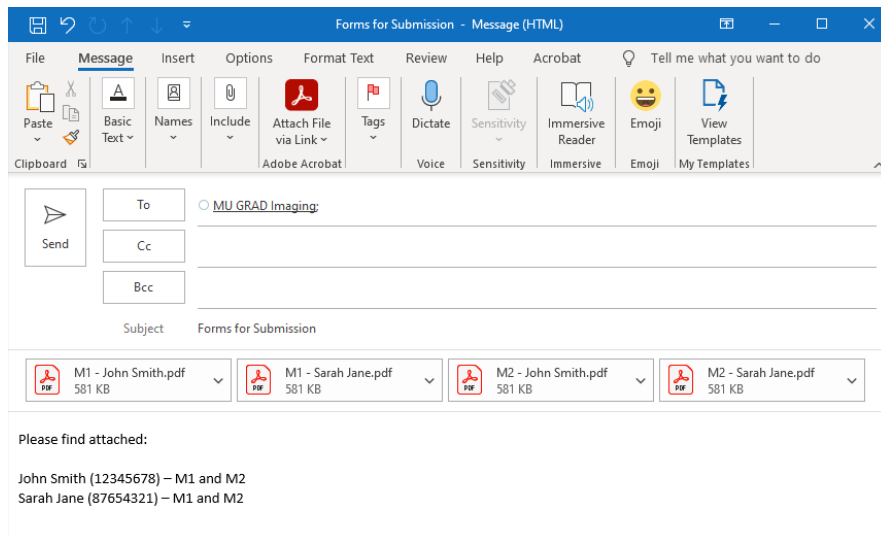
Please note - this packet is meant to be a short, basic packet on how to access the system, find documents, and submit documents. The Graduate School can work with your program on using more advanced features, such as creating private filters (custom searches), etc.

If you're interested in training, we offer a recorded training session at this link, or complete the training request form at this link to request personalized training.

Contact gradamin@missouri.edu with questions or for assistance.