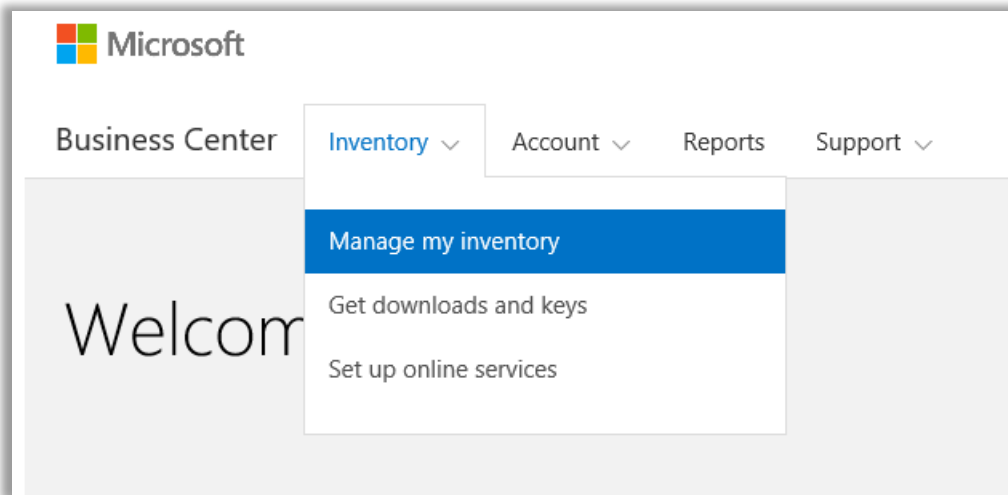


Quick Start: Use Your E-Learning Benefits

Customer Guide

The **Microsoft Business Center** lets you view, learn about and use your Microsoft E-Learning benefits.

To get started, sign in to the Business Center, select **Inventory** from the top menu, and then **Manage my inventory**.



Introduction to E-Learning	2
How to qualify for E-Learning.....	2
E-Learning in the Business Center	2
View your E-Learning benefits.....	2
How to use your E-Learning benefits	5
Add eligible domains.....	6
View how your E-Learning benefits are calculated	7
Export your E-Learning transaction history	9
End user support.....	9
Select a purchasing account.....	9

Quick Start: Use Your E-Learning Benefits

Introduction to E-Learning

This quick start guide walks you through the steps to view, learn about and start using your Microsoft E-Learning benefits in the Business Center.

Microsoft volume licensing customers are eligible for many different benefits. Most benefits come from Software Assurance membership, with some from online services. The types of benefits vary widely. Some provide online or in-person training, others provide software you can download, and others offer extra services that compliment or enhance products you already subscribe to or license.

The E-Learning benefit is online training from Microsoft that provides individuals with self-paced, interactive training on select Microsoft technologies. This online training helps your employees gain the skills they need to be more productive with their current Microsoft software and prepare for new versions. E-Learning is designed to help end users learn on their own how to use Microsoft products.

E-Learning is one of the two Software Assurance training benefits, in addition to training vouchers.

[Learn more about E-Learning and Training Vouchers.](#)

How to qualify for E-Learning

E-Learning benefits are calculated using a simple formula. For every qualifying license you have that is covered by Software Assurance, one person in your organization is provided with access to select E-Learning courses for that product. This is covered in more detail in the section below titled [View how your E-Learning benefits are calculated.](#)

E-Learning benefits are measured by number of participants. You can find the number of people in your organization who are eligible to use E-Learning on the main benefits page.

For details on specific products that come with the E-Learning benefit, download the [Microsoft Product List for Volume Licensing.](#)

E-Learning in the Business Center

The Business Center is designed to make it easy to start using your E-Learning and other benefits. The **Software Assurance and Services Benefits** section of the Business Center can tell you:

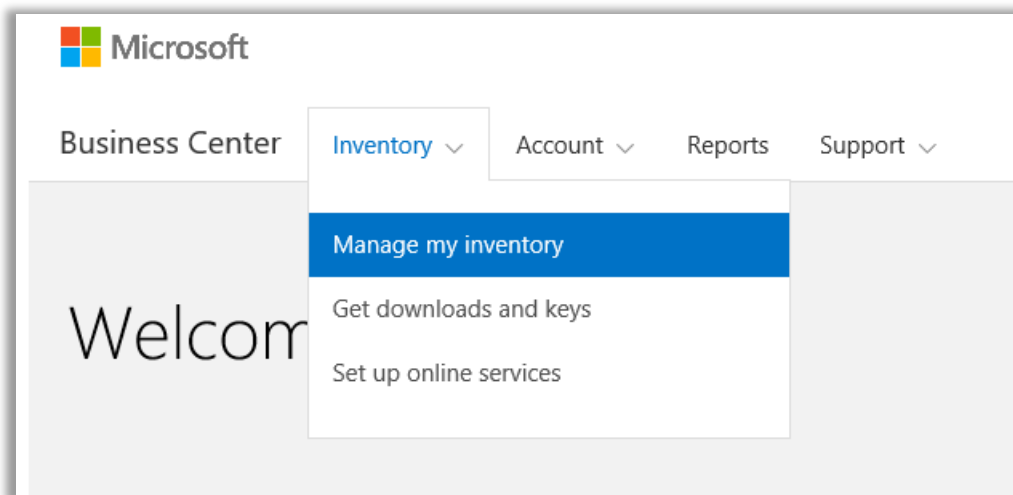
- ▶ Which E-Learning benefits you already have available.
- ▶ Which additional training benefits you may be eligible to use.
- ▶ A brief description of your E-Learning and other benefits.
- ▶ A link to more detailed information about E-Learning and other benefits, including how your E-Learning benefit amount was calculated.
- ▶ Step-by-step instructions on how to use your E-Learning and other benefits.

View your E-Learning benefits

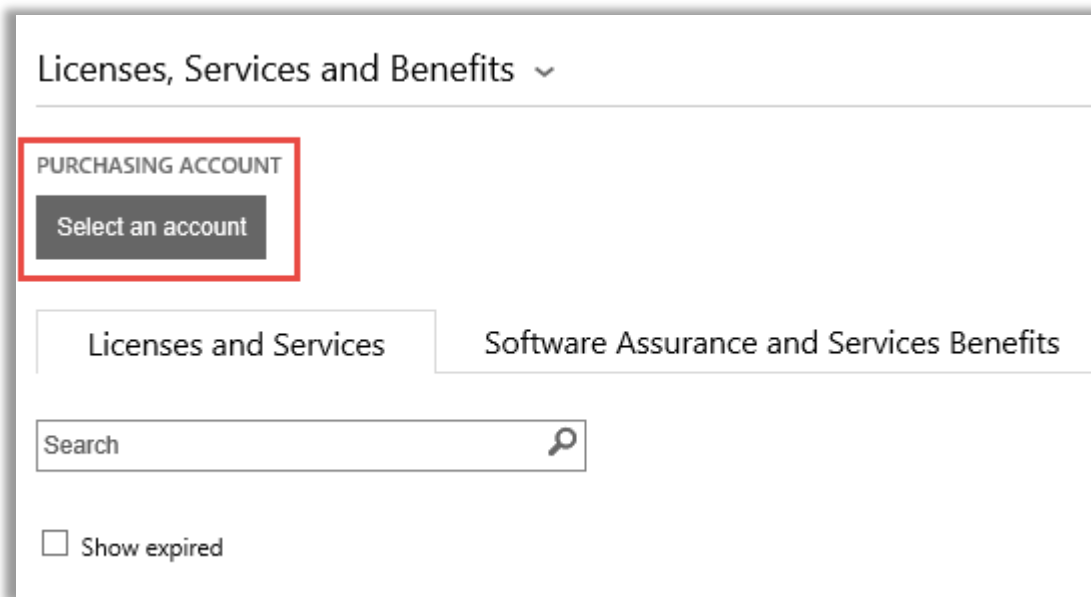
Get started by viewing a list of your E-Learning benefits.

1. Go to the Business Center home page and select **Manage my Inventory** from the drop down list under **Inventory**.

Quick Start: Use Your E-Learning Benefits

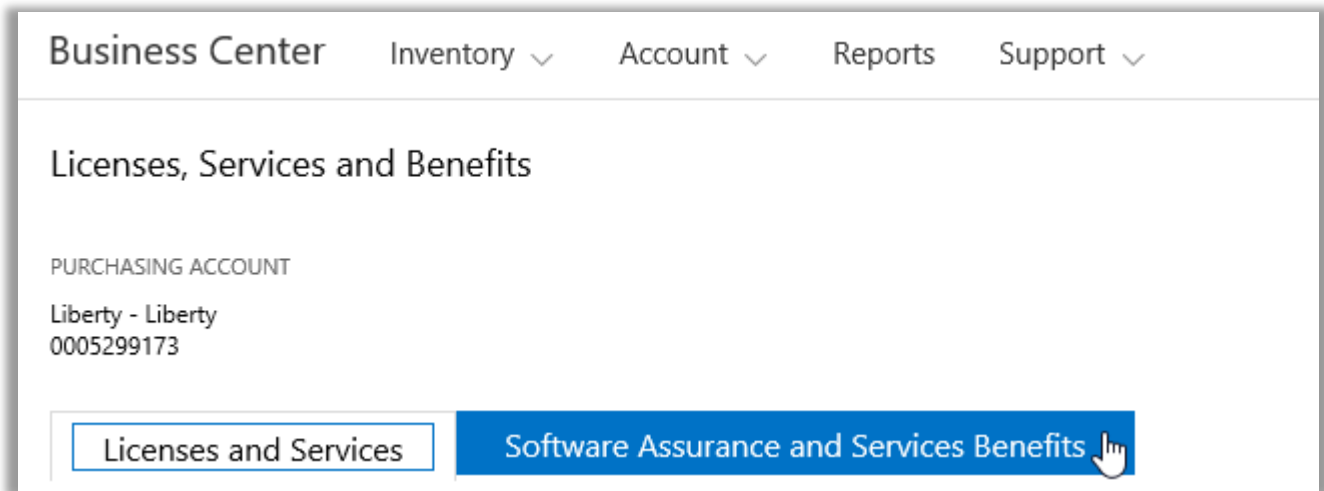


2. If you have multiple purchasing accounts, select the purchasing account from the drop-down list with the benefits you want to view. (If you want help selecting an account, see instructions below for [Select a purchasing account](#).)

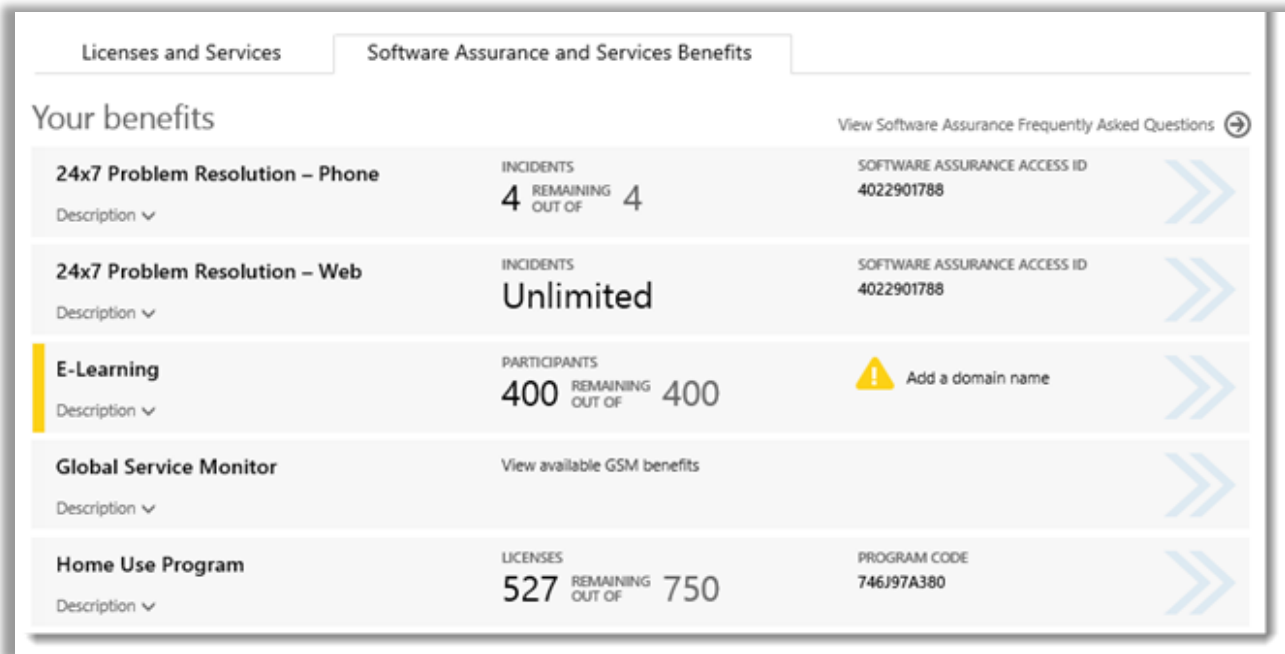


3. The page opens by default to the **Licenses and Services** tab. Select the tab labeled **Software Assurance and Services Benefits**.

Quick Start: Use Your E-Learning Benefits



4. View the list titled **Your benefits**. Select **Description** to see a brief description of each benefit.



The main benefits page lists all your benefits, including E-Learning

The **middle column** of the **Your benefits** list displays information about how much of each benefit you have already used and how much you have remaining. In the example above, this customer has 400 participants eligible for E-Learning, and none have used their E-Learning benefits yet.

The **right column** displays specific information about your benefit such as the Software Assurance ID number, program code or other identifying information. The right column also displays any alerts you may have, such as an action you must take before you can use that benefit.



Quick Start: Use Your E-Learning Benefits

In the example above, this customer must add a domain name before they are eligible to begin using their E-Learning benefits. (This will be explained in the section below titled [Add eligible domains](#).)

How to use your E-Learning benefits

The Business Center includes instructions to make sure you get the most out of your benefits and know how to start using them. To get started:

1. View the list of **Your benefits** on the main benefits page.
2. Find **E-Learning** and select the arrows on the far right side of the listing.

Licenses and Services		Software Assurance and Services Benefits	
Your benefits View Software Assurance Frequently Asked Questions →			
24x7 Problem Resolution – Phone Description ▾	INCIDENTS 4 REMAINING OUT OF 4	SOFTWARE ASSURANCE ACCESS ID 4022901788	➤➤
24x7 Problem Resolution – Web Description ▾	INCIDENTS Unlimited	SOFTWARE ASSURANCE ACCESS ID 4022901788	➤➤
E-Learning Description ▾	PARTICIPANTS 400 REMAINING OUT OF 400	⚠ Add a domain name	➤➤

Select the right-facing arrows to view more details about your E-Learning benefits and instructions on how to use them

3. This will open a benefit page with instructions on how to use your E-Learning benefits.
 - The instructions are written primarily for administrators, telling them how to set up the benefit for users in their organization.
 - The instructions are not written for end users, since they don't typically access these benefits pages in the Business Center.

Quick Start: Use Your E-Learning Benefits

Licenses and Services ▾

← E-Learning

PURCHASING ACCOUNT
Fabrikam - 5100000640

TRAINEES
380 REMAINING OUT OF **400**
[View how this is calculated](#) →

ACCESS CODE ⓘ
946E97A365

How to use your E-Learning benefit

Microsoft E-Learning is online training from Microsoft that provides individuals with self-paced, interactive training on select Microsoft technologies. This online training helps your employees gain the skills they need to be more productive with their current Microsoft software and prepare for new versions.

[Learn more about Microsoft E-Learning for Software Assurance](http://www.microsoft.com/learning/sa) [LINK TO <http://www.microsoft.com/learning/sa>]

- 1 Use the first section below to specify **eligible domain names** that employees in your organization must have in their email address to qualify for E-Learning. Only employees with an email address that includes one of these domains will be able to use this benefit.
- 2 After you add the first eligible domain name, an **Access Code** will be generated and displayed above. Note the Access Code above that was generated when you added the first eligible domain name. Your trainees will need this code when they register for E-Learning courses.
- 3 The second section below provides a template you can use to **send instructions to your trainees** telling them how to use this code to register for E-Learning courses.

Resources

- Go to the [Software Assurance Training Benefits Catalog](http://www.microsoft.com/learning/sa-vl-catalog/sav/default.aspx) (link to <http://www.microsoft.com/learning/sa-vl-catalog/sav/default.aspx>) to view a list of available E-Learning courses
- Go to the [Microsoft Learning Training webpage](http://www.microsoft.com/learning/en-us/training.aspx) (link to <http://www.microsoft.com/learning/en-us/training.aspx>) to find IT training.

Eligible domain names

The E-Learning benefit page has instructions telling administrators how to help employees use their E-Learning benefits

Add eligible domains

The first step to using your E-Learning benefits is to specify **eligible domain names** that employees in your organization must have in their email address to qualify for E-Learning. Only employees with an email address that includes one of these domains will be able to use this benefit. You can add these in the section below called **Eligible domain names**.

For example, for a domain named fabrikam.com, employees would need to have an email address in the format [user name]@fabrikam.com to be eligible for E-Learning.

1. Type the domain names you want to use and select **ADD**.

Eligible domain names

Enter domain names that are in the email addresses of people in your organization you want to be eligible for E-Learning.

DOMAIN NAME (example: fabrikam.com)

DOMAIN NAME	DATE ADDED	ACTIONS
fabrikam.com	10/01/2013	✕

In this example, employees must have an email address ending in fabrikam.com to use E-Learning


Quick Start: Use Your E-Learning Benefits

Eligible domain names

Enter domain names that are in the email addresses of people in your organization you want to be eligible for E-Learning.

DOMAIN NAME (example: fabrikam.com)

hotmail.com

 The domain you entered is not allowed for this program. You must enter official domains of your organization, such as domains used in the corporate email addresses of your employees.

DOMAIN NAME	DATE ADDED	ACTIONS
fabrikam.com	10/01/2013	X

If you enter a domain such as hotmail.com or gmail.com that is not a domain owned by your organization, you will receive an alert telling you that you must select a new domain name used in the corporate or organizational email addresses of your employees.

- After you successfully add at least one eligible domain name, an **Access Code** will be generated and displayed near the top of the benefits page. Keep a record of this Access Code. Your trainees will need this code when they register for E-Learning courses. (All employees can use the same code.)

E-Learning

PURCHASING ACCOUNT
Fabrikam - 5100000640

PARTICIPANTS
380 REMAINING OUT OF **400**
[View how this is calculated](#)

ACCESS CODE ⓘ
946E97A365

Administrators will need to give the Access Code to their employees so they can register for E-Learning


- The section below **Eligible domain names** is titled **Send these instructions to your trainees**. This provides instructions you can copy and paste into email messages to employees in your organization telling them how to find E-Learning courses and use the Access Code to register.

View how your E-Learning benefits are calculated

For every qualifying license you have that is covered by Software Assurance, one person in your organization is provided with access to select E-Learning courses for that product. The number of people in your organization who are eligible to use E-Learning are listed on the main benefits page and E-Learning benefit page, but you can view more details about this on the E-Learning benefit calculation page.

- View the list of **Your benefits** on the main benefits page.
- Find **E-Learning** and select the arrows on the far right side of the benefit listing.
- On the E-Learning benefit page, find how many participants in your organization can use E-Learning. Select **View how this is calculated**.


Quick Start: Use Your E-Learning Benefits

 E-Learning

PURCHASING ACCOUNT
Fabrikam - 5100000640


PARTICIPANTS
380 REMAINING
OUT OF **400**

ACCESS CODE ⓘ
946E97A365


[View how this is calculated](#) 

- The E-Learning benefits calculation page will open. This page contains a table that displays the following information:
 - Category:** The categories of products (Applications, Systems or Servers) you purchased that qualify you for E-Learning.
 - Expiration Date:** The date each group of your licenses expire. Groups are determined by the date of your purchases.
 - Licenses:** The total number of product licenses your organization purchased that qualify you for E-Learning.
 - Eligible:** The total number of participants who are eligible for E-Learning at your organization, before subtracting the number who have already used E-Learning.
 - Used:** The total number of participants who have already used E-Learning.
 - Available:** The number of participants who can still use E-Learning, after subtracting the number who have already used E-Learning from the total number of eligible participants.
- Check the box **Show expired** if you want to view E-Learning benefits that you previously received which have expired and are no longer available.

Licenses, Services and Benefits ▾

 E-Learning - calculation EXPORT TRANSACTION HISTORY


PURCHASING ACCOUNT
Fabrikam - 5100000640

Benefit calculation summary 

Your total E-Learning credits available is calculated by taking the total number of E-Learning credits you are eligible for and subtracting the total number of E-Learning credits you've already used. Eligible E-Learning credits are based on your total license count.

Show expired

CATEGORY ⓘ	EXPIRATION DATE ⓘ	LICENSES	ELIGIBLE ⓘ	USED ⓘ	AVAILABLE ⓘ
Applications	9/30/2016	100	100	0	100
Systems	9/30/2015	400	400	0	400
Systems	9/30/2014	1,000	1,000	500	500

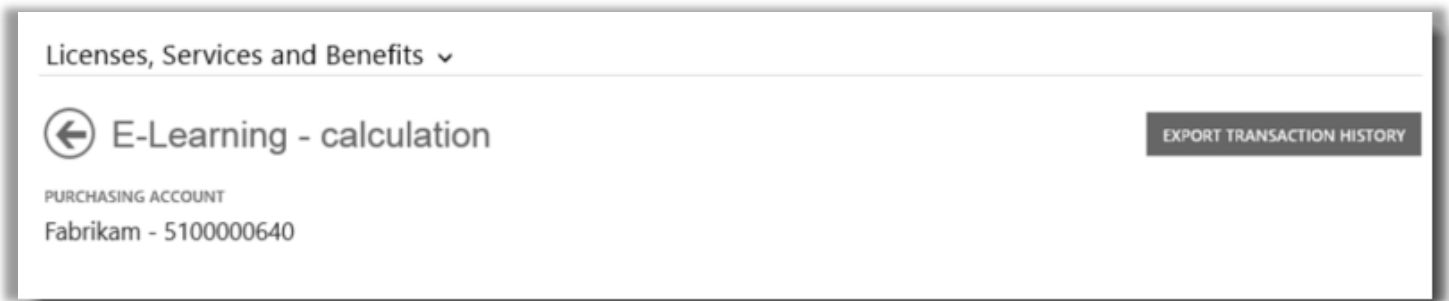
 10 Items per page Displaying items 1-3 of 3

Quick Start: Use Your E-Learning Benefits

The E-Learning calculation page shows details such as how many participants are still eligible for E-Learning compared to how many have already used their E-Learning benefit

Export your E-Learning transaction history

1. To export a record of all the E-Learning benefits your participants have used, select **EXPORT TRANSACTION HISTORY** on the benefits calculation page.



2. This will generate a CSV spreadsheet file that you can **Open, Save** or **Cancel**.



If you select Export Usage History, you will be asked to open or save the CSV spreadsheet file

End user support

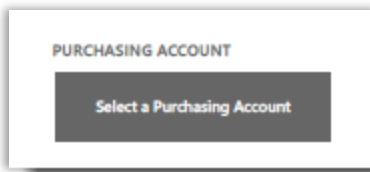
The E-Learning benefit pages of the Business Center are designed to help administrators and benefit managers administer E-Learning to their employees. End users who want to know more about E-Learning can find help on the [Microsoft training and certification help website](#).

Select a purchasing account

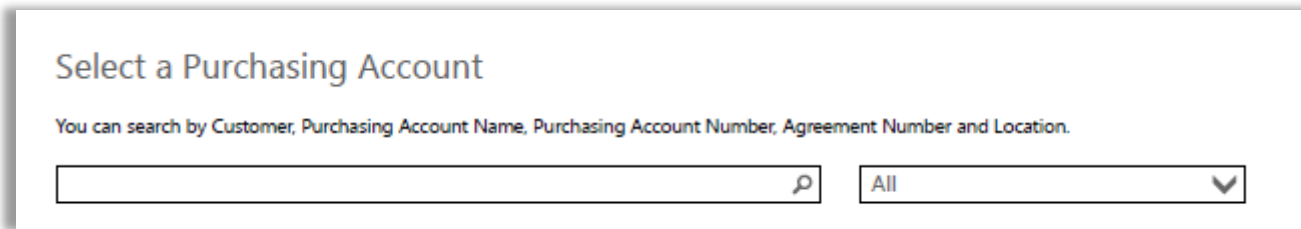
If you have multiple purchasing accounts, the account picker option will appear. The account picker lets you select a purchasing account from a list of all accounts.

NOTE: If you have only one purchasing account, this option will not appear. Instead, your purchasing account will display automatically.

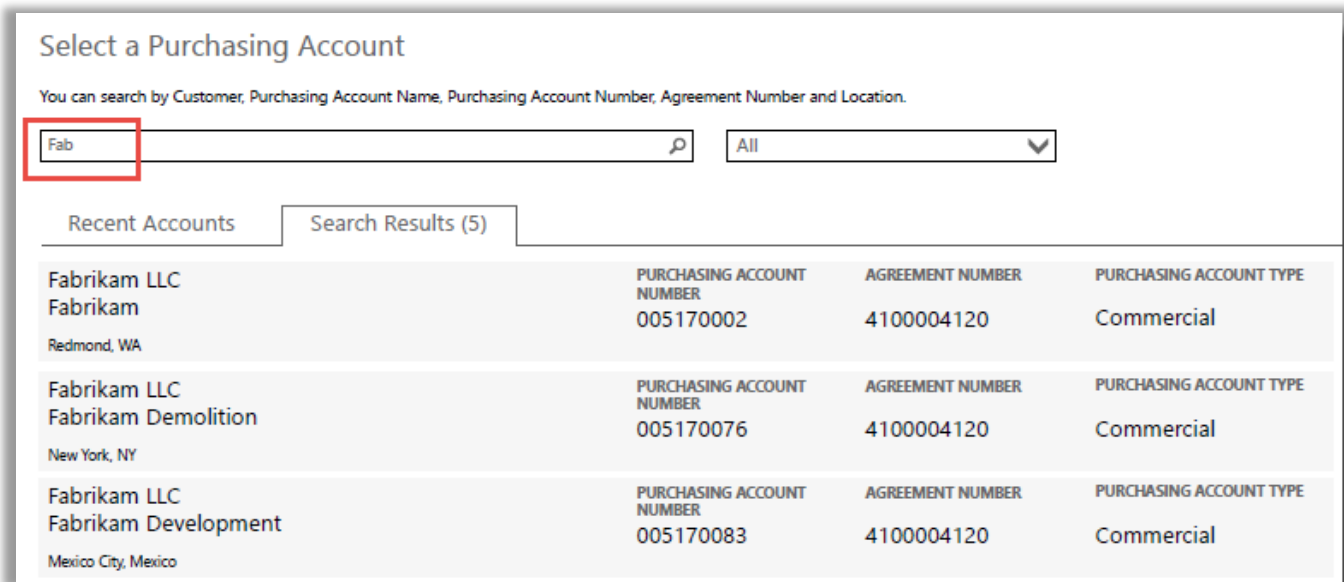
Quick Start: Use Your E-Learning Benefits



1. Click **Select a Purchasing Account**.



2. Start typing all or part of the name of the purchasing account name that you want in the search box. Keep typing more of the name until you see the account you want.



Typing Fab brings up several different purchasing accounts with that in the name

If you have trouble finding the purchasing account you want, try searching by one of the four other types of information:

- Customer name
- Purchasing Account Number
- Agreement Number
- Location



Quick Start: Use Your E-Learning Benefits

Use the drop-down menu to select the field you want, then type that information into the search box.

Select a Purchasing Account

You can search by Customer, Purchasing Account Name, Purchasing Account Number, Agreement Number and Location.

Recent Accounts | Search Results

Please enter search terms to select a Purchasing Account.

- All
- Customer Legal Entity Name
- Purchasing Account Name
- Location
- Purchasing Account Number
- Agreement Number

You can also combine different types of information. For example, in the screen shot below part of the Purchasing Account Name is entered (Fabrikam) and the location (Redmond).

Select a Purchasing Account

You can search by Customer, Purchasing Account Name, Purchasing Account Number, Agreement Number and Location.

Recent Accounts | Search Results (1)

	PURCHASING ACCOUNT NUMBER	AGREEMENT NUMBER	PURCHASING ACCOUNT TYPE
Fabrikam LLC Fabrikam Redmond, WA	005170002	4100004120	Commercial