Hso | the results company

Your Guide to Microsoft Portals & Certifications

Katie Zak | Q1 2023

Agenda

1. Benefits of Becoming a Microsoft Certified Professional
2. Certification Pathways
3. Microsoft Portals & Associating to HSO MPN ID
4. Enterprise Skills Initiative (ESI) Portal Tour
5. Preparing for a Certification Exam
6. Microsoft Resources & Portal Login Cheat Sheet
7. Scheduling Processes & Important Tips

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What's In it for Me?

The Benefits of Becoming a Microsoft Certified Professional

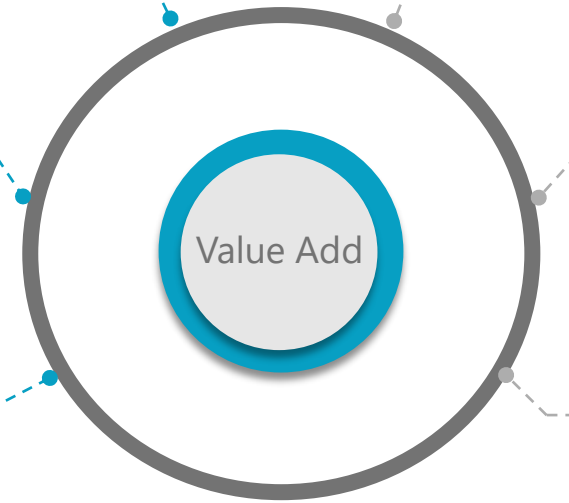
Why Get Certified?

How Employees Benefit

Engaged employees who contribute towards retaining our status of a Microsoft Gold Partner

Opportunity to establish yourself as an expert in your area and cross-skill in other modules

Receive Company-Wide and Industry Recognition!



How HSO Benefits

Gold Partnership = more leads from Microsoft, resulting in less time on the bench

Supports our resourcing efforts to align the right people to the right projects

Continued alignment between our Career Framework and Microsoft's role-based skill competencies

2022 Microsoft Stats

1. ***On average certified employees earn 15% more*** *than their industry peers without certifications.*
2. ***74%*** *Microsoft Certified Professionals say they have* ***greater work autonomy*** *and* ***independence.***
3. ***Pearson VUE reported 91%*** *of IT professionals felt* ***increasingly confident handling complex tasks***
4. ***94% of decision-makers worldwide*** *say that certified team members* ***provide added value.***

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What's in it for me?

Benefits of Being an HSO Employee

Claim HSO's 100% exam discount + unlimited attempts

FREE Practice Tests
Originally: ~~$99.99~~

MSFT wants to avoid use of ExamTopics.com

Career Growth & Development

Certification targets are aligned with Career Framework Guidelines and Performance Management goals.

You get a Bonus!

Up to $1000 Bonus Per Year
~$500 Bonus per **Net New** Exam Passed
~Maximum of 2/year

This is an automated quarterly process.
You'll see your bonus on the 2nd paycheck of the subsequent quarter.

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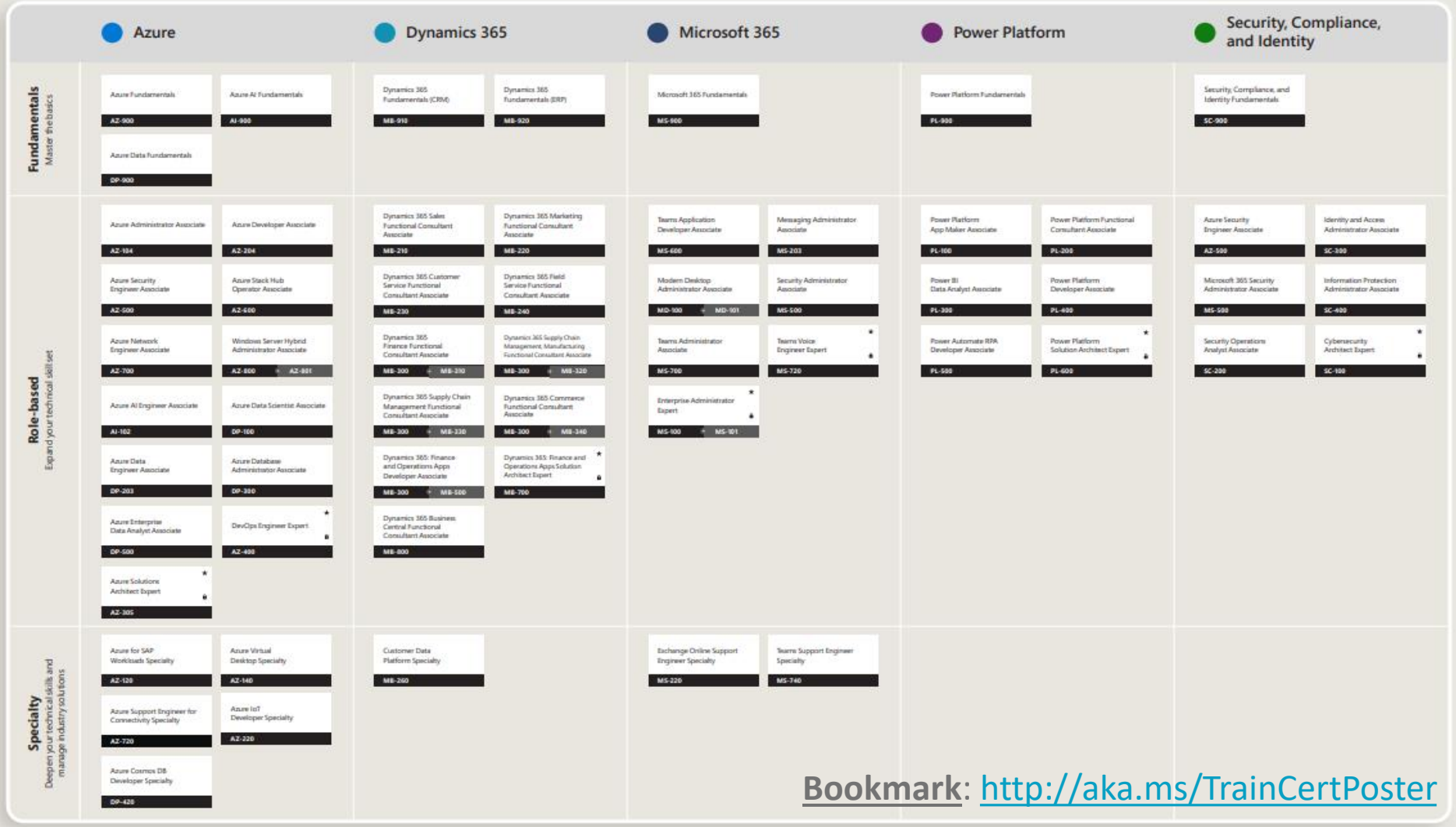
Role-Based

Microsoft Certification Pathways

Microsoft

Become Microsoft Certified

Learn more at: microsoft.com/certifications



Bookmark: http://aka.ms/TrainCertPoster

aka.ms/TrainCertPoster | LAST UPDATED AUG 2022

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Badge Program Levels

1 Exam

1-2 Exams

2-3 Exams

1 Exam

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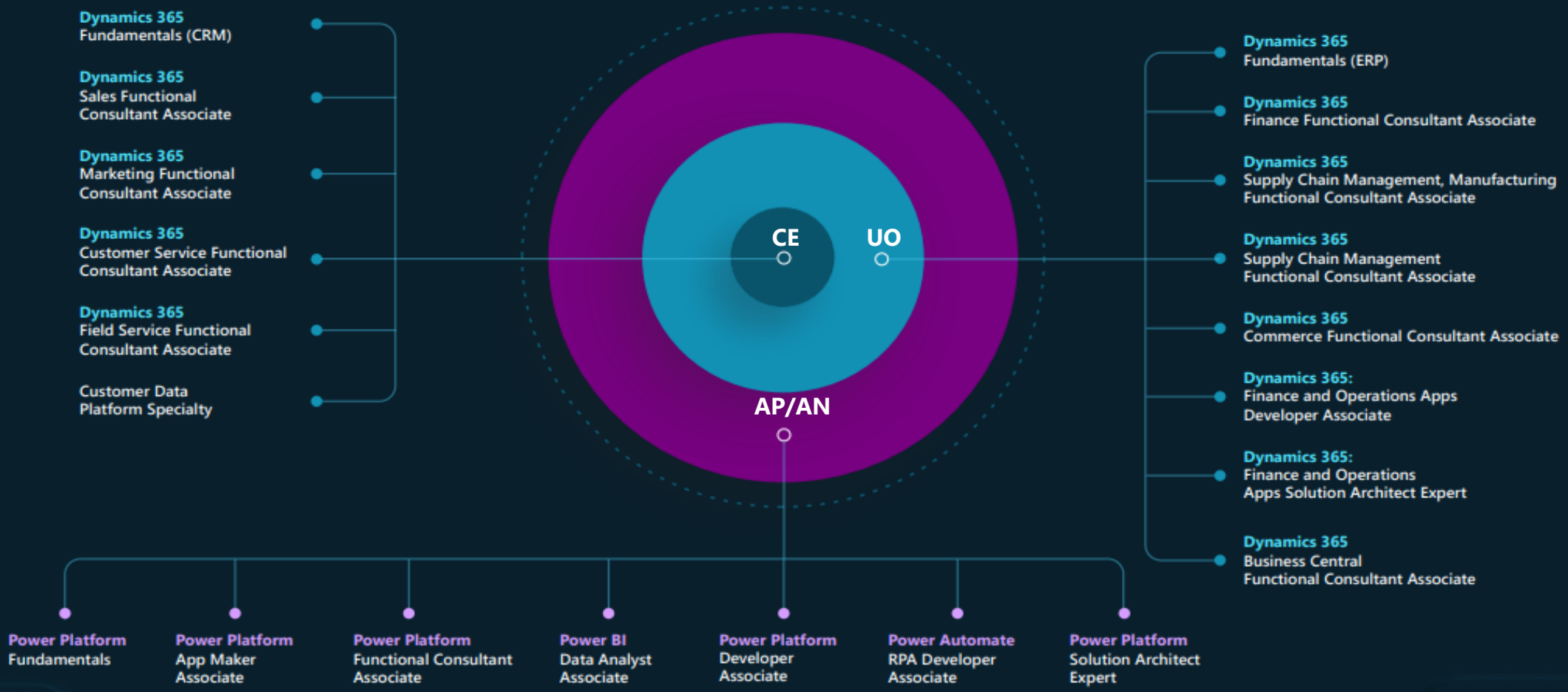
Microsoft Power Platform and Dynamics 365 certifications

Help advance your career, earn recognition, and validate your technical knowledge and abilities in current and future industry job roles with Microsoft Power Platform and Dynamics 365 certifications. Visit the certifications page to get started.

Microsoft

ROLE-BASED PATHWAYS



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Where should I start? What should I take next?

Explore the Power Platform Certification Pathways

97%
of Fortune 500 companies are CURRENTLY using some form of Power Platform as of Oct 2022

500M
new apps will be developed in the next 3-5 years predict Microsoft experts

4M
Professional Developer shortage which led to a new focus on building **citizen developers**

4x
Gartner expects the number of active citizen developers within large organizations to be 4X the number of prof developers by the end of 2023.

70%
of medium-large businesses new applications will be developed using low-code solutions by 2025.
-Gartner

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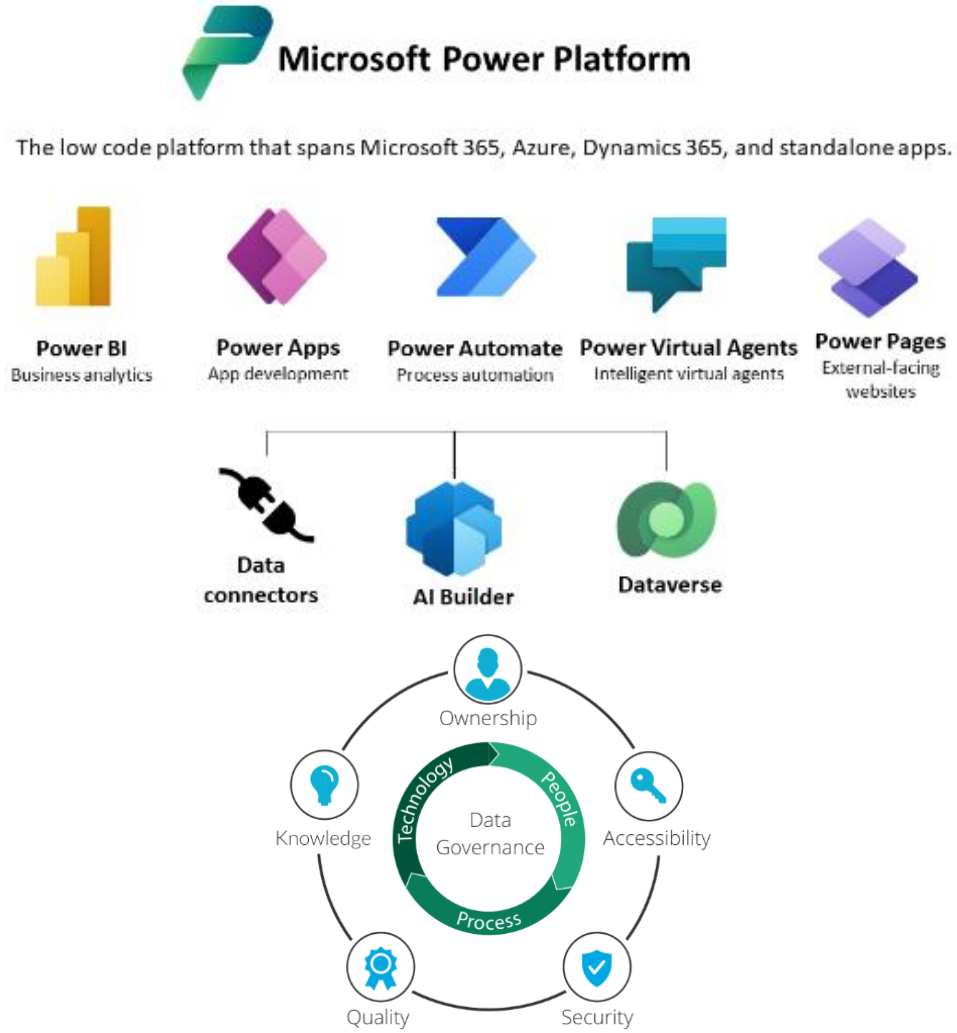
What is a Citizen Developer?

Citizen developers are business users who can create their own applications with little to no coding knowledge using low-code platforms such as…



Interesting Reads

- Understanding Citizen Developer: Microsoft Power Platform
- Citizen Developers in 2023: Who Are They & Why Do They Matter (aimultiple.com)
- Dynamics 365 and the Citizen Developer - Steve Mordue MVP
- Citizen Developers: Out of the Shadows | Power Platform Community (microsoft.com)

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Microsoft Portals

Associating to HSO

Association Process

Steps to Complete

1. Create your Personal MSFT Account

- Also referenced as a Microsoft Live-ID
- This will be set up using your **personal e-mail address**
- If you already have an account, please test logging in in to ensure you don't need to reset your password

2. Create a Microsoft Learning Profile

- Login using your Personal Microsoft Account
- Go through the set-up prompts using your ***legal name*** that matches the identification you'll provide when taking an exam
- Add HSO as a linked account (Path: Settings > Account Management > Add Account)
- Validate MCP ID created*

3. Associate to HSO's MPN ID

- Login to Partner Center with your HSO credentials
- Update your profile & Associate your Microsoft Learning Account
- Validate that you see your name and HSO's MPN ID (1021608) in Partner Center

4. ESI Profile Set-Up

- Formerly known as the Learning Experience Portal (LxP)
- Set up an ESI account profile using your HSO credentials
- Your 1 stop shop for Microsoft learning and certification resources

5. Link Accounts for Scheduling Discounts

- Upon scheduling your first exam or practice test, you will be prompted to link your personal and work account.
- Claim discount option = no more manual voucher tracking or expense hassle!
- You MUST schedule your exam within 30 days of claiming your discount code.

NOTE: If MCP ID was created with your former employer's e-mail, we will create a new profile and raise a ticket with MSFT to merge profiles.*

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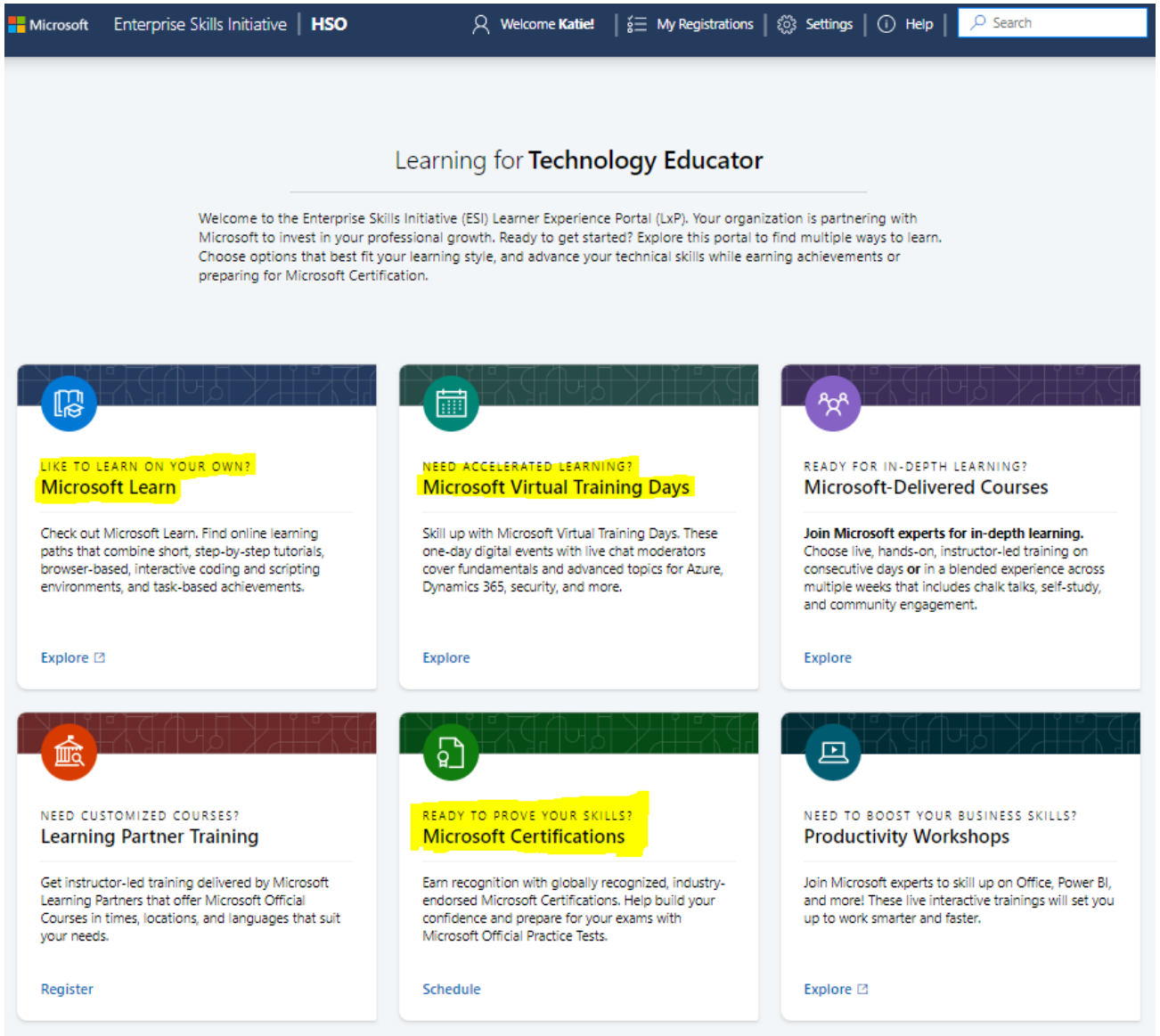
Enterprise Skills Initiative (ESI) Portal Tour

Enterprise Skills Initiative (ESI) Portal



Microsoft Learn: Course Catalogue Filters

- Product Specific
- Role-Based
- Subject Oriented
- Specialty (example: MCT)

Microsoft Certifications:

- Certification Guides & Journey Maps
- Study Materials
- Practice Tests
- Exam Scheduling

Microsoft Virtual Training Days:

- In-depth, virtual and FREE!
- Sessions are offered weekly across Microsoft Azure, M365, D365, Power Platform and Security
- Bookmark – available seats for sessions fill up fast.
- If unable to join live, you will receive a link to the recording.

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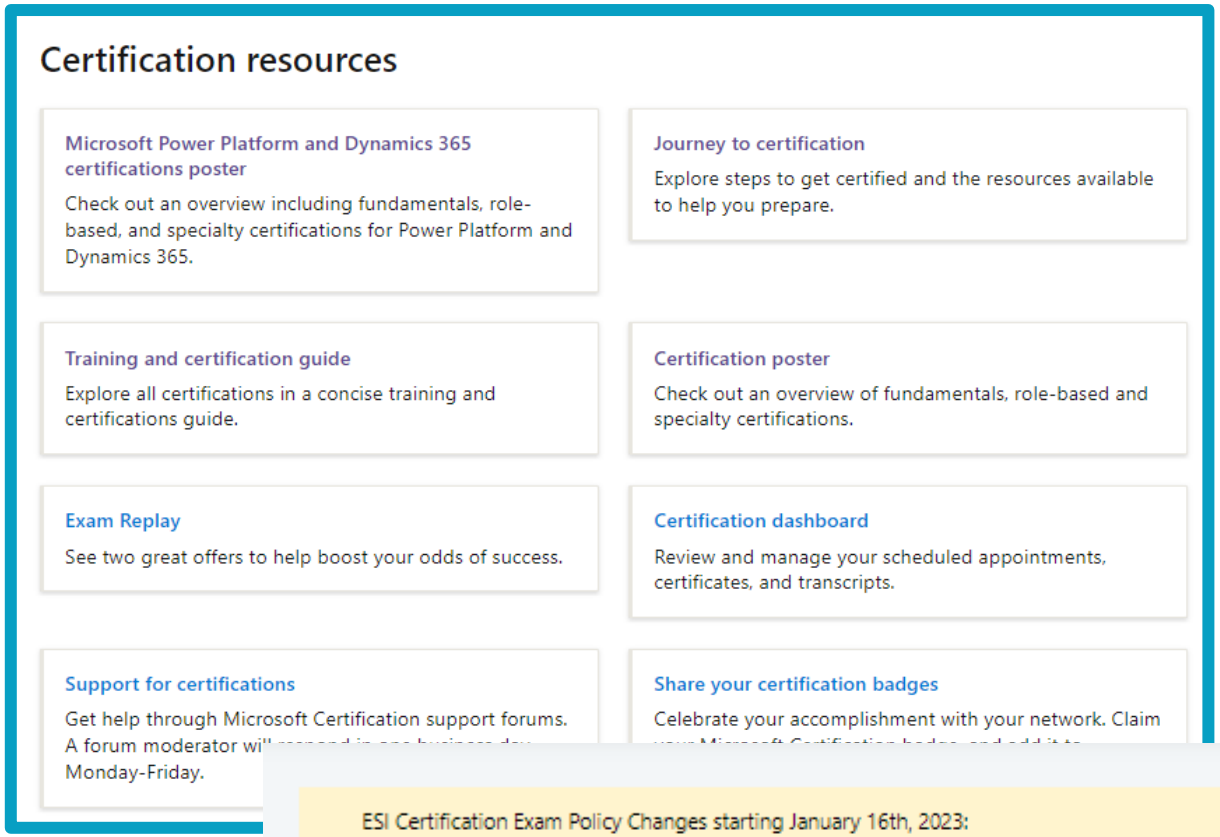
Preparing for a Microsoft Exam

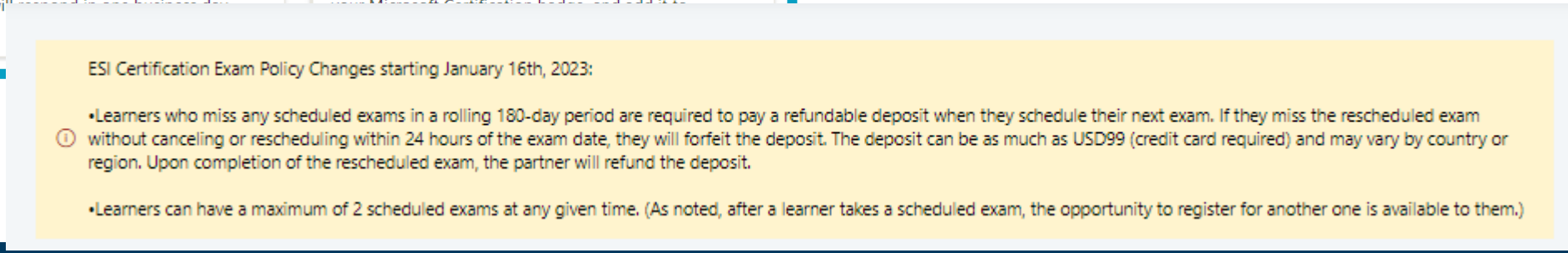
Study Materials on the Portal

Example: D365 F&O Apps Solution Architect Expert



All Exam pages will have a 'Certification Resources' section:

- Certification Posters
- Training + Certification Guides (microsoft.com)
- Certification support | Microsoft Learn
- Certification Dashboard > MSFT Learn Profile
- View, use, and share certificates and badges | Microsoft Learn> Credly



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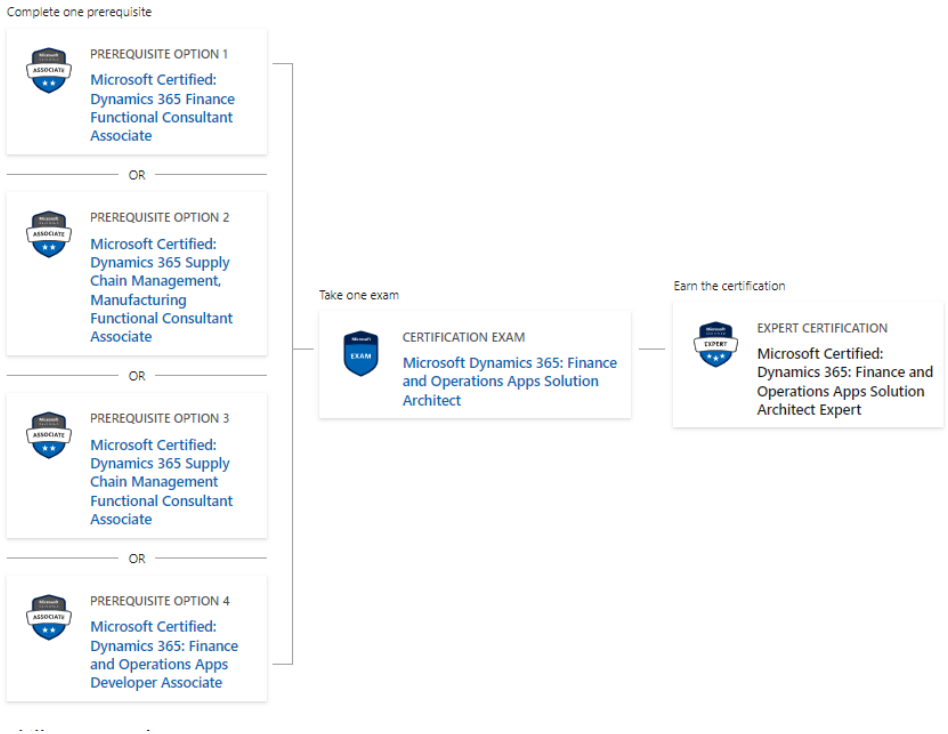
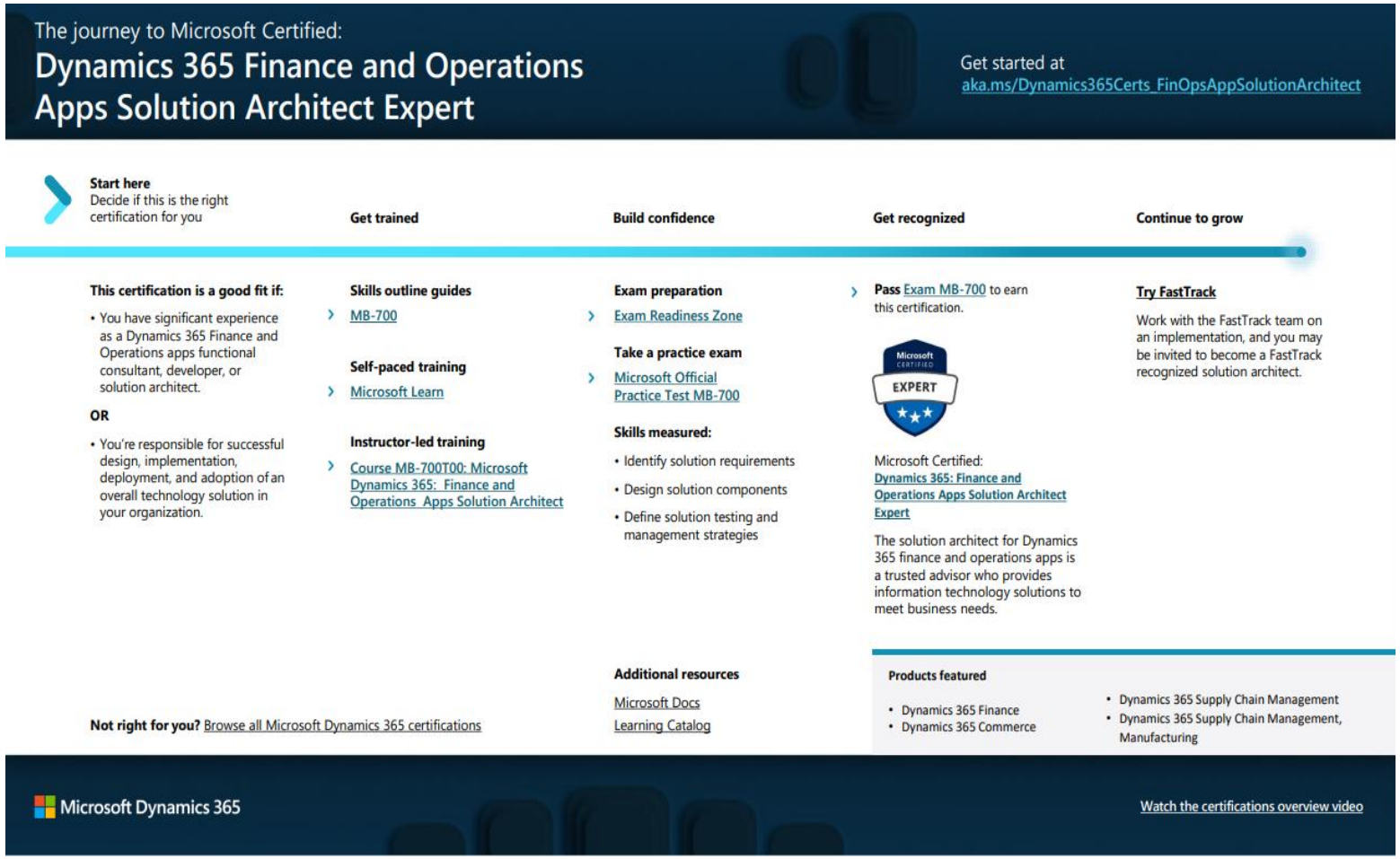
Journey to Certification

Example: D365 F&O Apps Solution Architect Expert





[Start a Free Trial for Microsoft Dynamics 365| Microsoft Dynamics 365]

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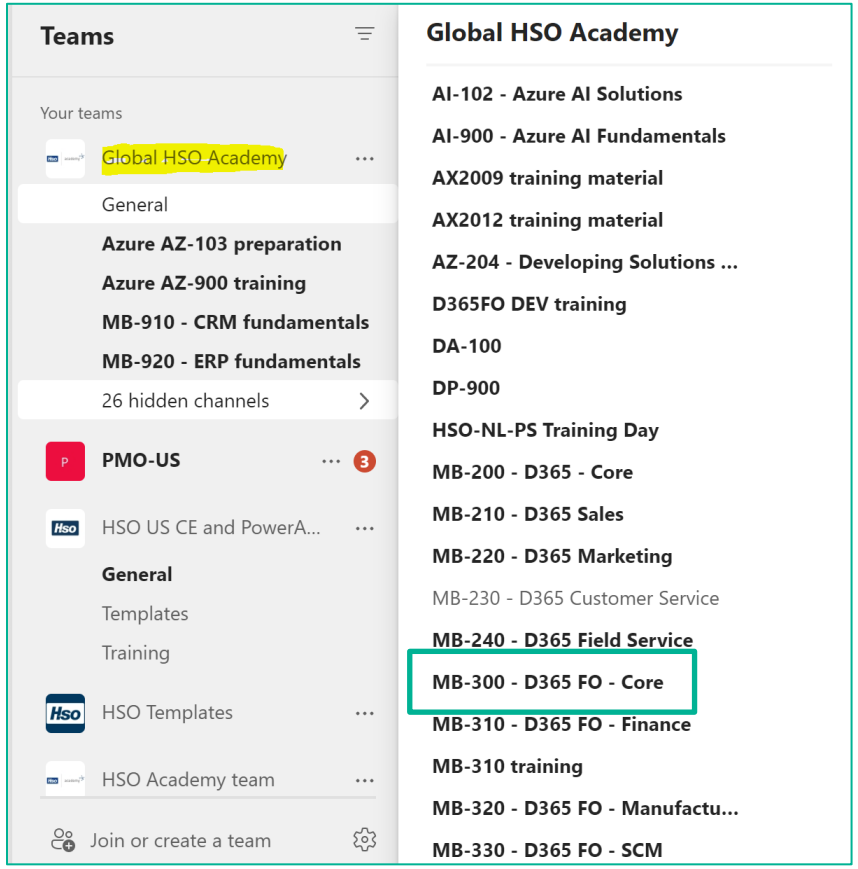
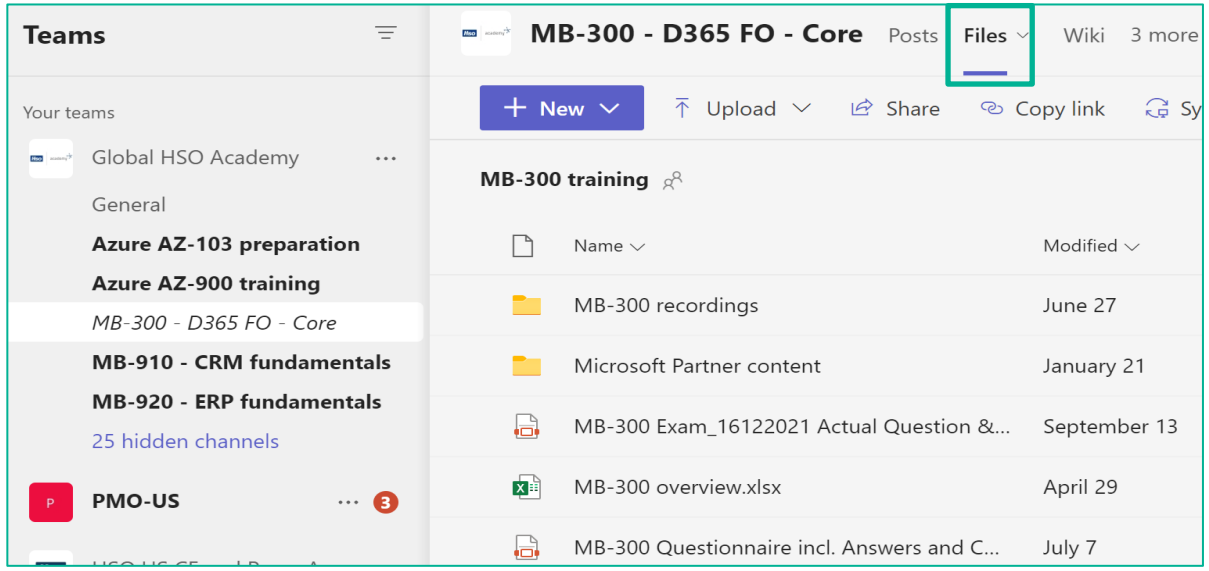
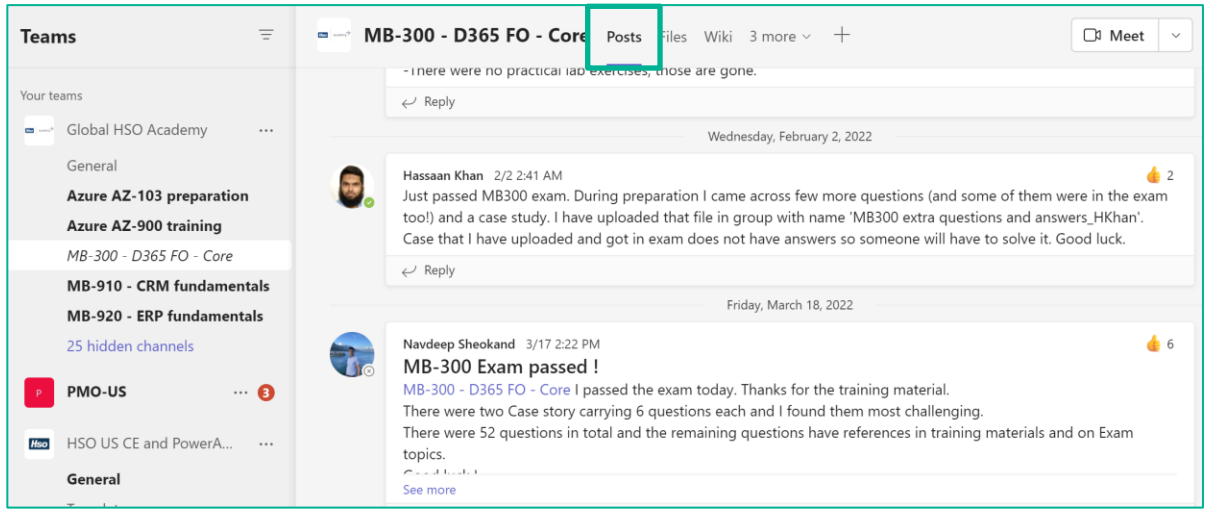
HSO Academy Exam Resources & Forums







[HSO Academy Team Site Link]
[HSO Academy Yammer Group Link]

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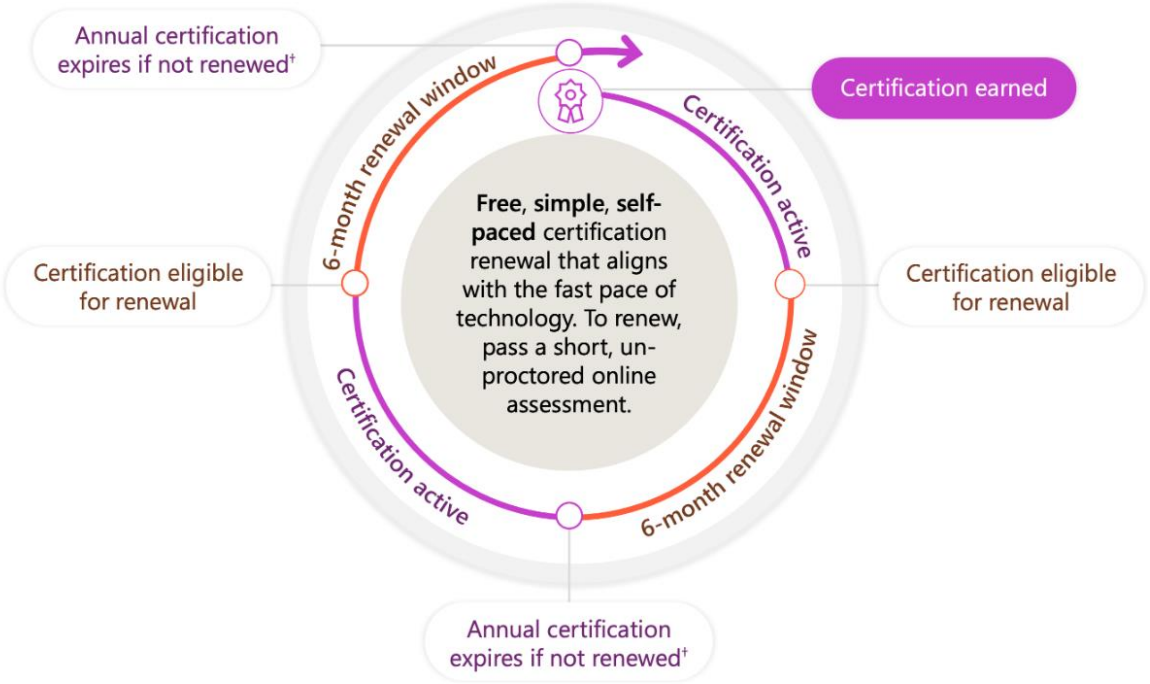
Certification Renewals



†*If certification expires, learner must re-take certification exam(s).*

[Renew your Microsoft Certification - FAQ | Microsoft Learn]

- Role-Based and Specialty Exams are subject to expiration unless renewed annually.
- **Renewal exams are…**
  - **Free:** no discount codes applicable
  - **Significantly shorter** ~30-45 mins to complete
  - **Simplified**: not proctored and open-book via MSFT Learn
  - **Self-paced with unlimited re-take attempts**
    - Immediate access upon receiving the 6 month notice of expiration

    OR
    - 24 hours between re-takes
- **Protect your investment:** If not renewed by the deadline, you will have to re-take applicable exams to re-certify.

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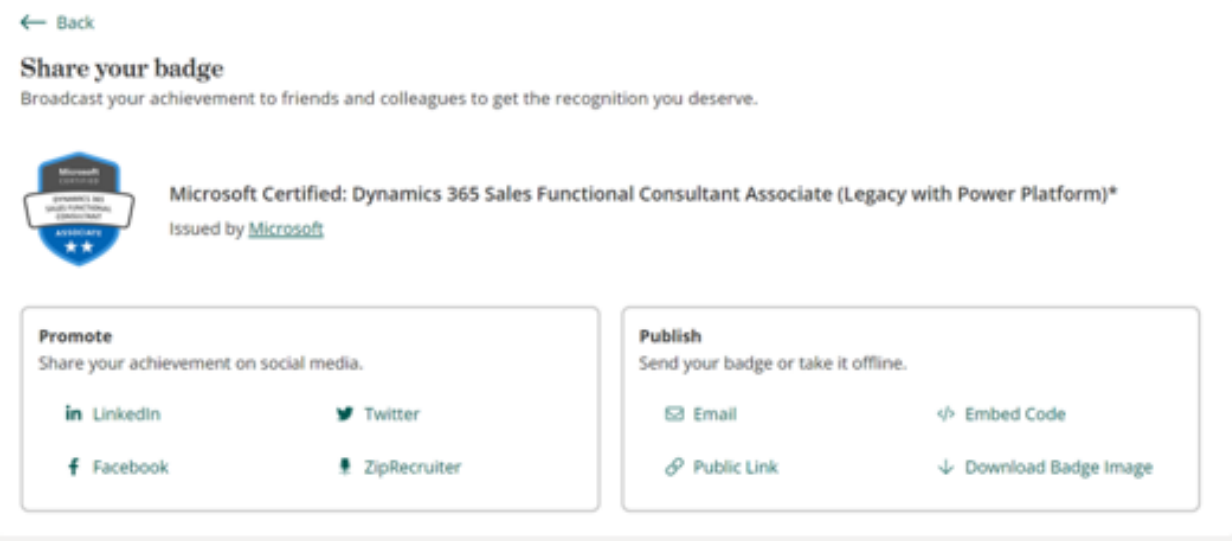
How-To Claim and Post Certification Badges

1. Navigate to your Microsoft Certification Dashboard
2. Click: View Certification Details
3. By clicking '***Share***' it will route you to the Credly website.
4. Create a Credly account or login with your existing account.
5. After login, you will see the certification badge and 'Promote' options to publish to your social media platform of choice.



View, use, and share certificates and badges | Microsoft Learn

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Other Microsoft Resources

Microsoft Portals – Cheat Sheet

PORTAL LINK	Credentials	Primary Use
Personal Microsoft Account	**Your Personal Microsoft ID** ***(Examples: @gmail, @yahoo, etc.)***	Personal use and the primary account used to link to other profiles.
Microsoft Learning Profile	**Your Personal Microsoft ID**	• Maintain certification profile • View and pull certification history transcripts • View and claim Microsoft badges, recognition points, etc.
Partner Center	**HSO Credentials**	• Primary platform to associate your personal Microsoft account to your work account to reap the benefits/discounted of being employed by HSO. • Raise Microsoft Support tickets
ESI Portal	**HSO Credentials**	• Your all-in-one platform to access Microsoft Learning resources and free study materials • Replaces the manual voucher process. Employees can now claim discount codes and register for their exam in 1 platform

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Microsoft Resources – Link Library

Resource	Guides/Links
Microsoft Virtual Training Days (Free)	❖ Enterprise Skills Initiative: Microsoft Virtual Training Days ❖ February 2023 Hot Sheet - US Partner Training
Certification Guides	❖ Dynamics 365 Training + Certification Guide (microsoft.com) ❖ Renewals - Microsoft Community Hub ❖ Pearson VUE Online Testing Guide
Explore Product Guides & Documentation *(overview guides, what's new, trials, best practices, etc.)*	❖ **Microsoft Release planner (PREVIEW) (dynamics.com)** ❖ Dynamics 365 Documentation | Microsoft Learn ❖ Power Platform Documentation | Microsoft Learn ❖ Technical documentation | Microsoft Learn ❖ Microsoft Dynamics 365 Ecosystem map October 2022 (Author: Vadim Korepin)
Microsoft Community Blogs and Newsletters	❖ Dynamics 365 Blog | Modernizing Business with Cloud and AI ❖ Microsoft Power Platform Blog | Innovate with Business Apps ❖ Power Platform Weekly | Revue (ppweekly.com) ❖ Azure Blog and Updates | Microsoft Azure ❖ Digital Security Tips and Solutions - Microsoft Security Blog ❖ DevBlogs - Microsoft Developer Blogs ❖ D365 FastTrack Blog & TechTalks Videos ❖ FastTrack Magazine: Follow on LinkedIn ❖ Microsoft Industry Blogs | Digital Solutions for Business (Sales) ❖ Microsoft Learn Blog - Microsoft Community Hub

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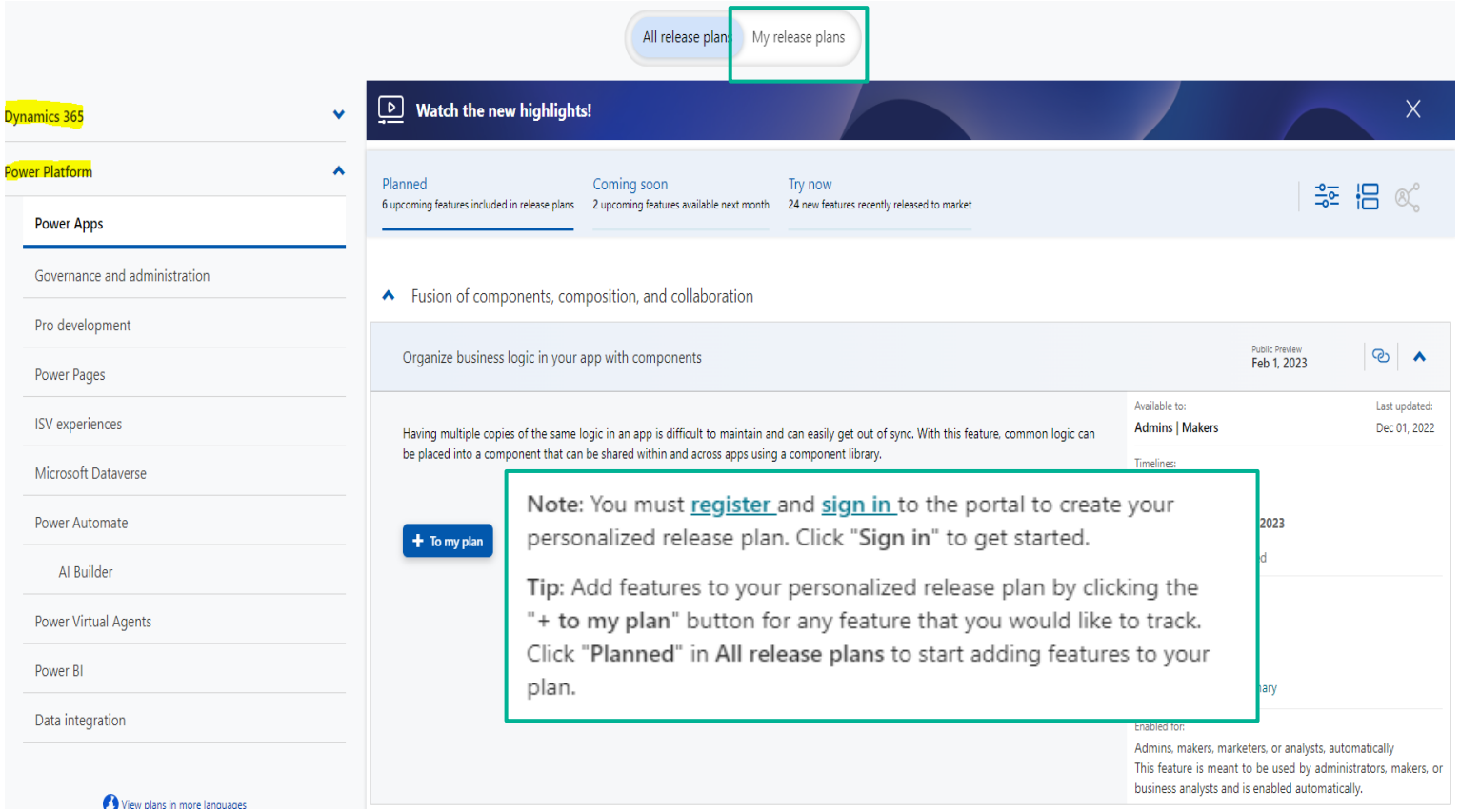
Dynamics 365 and Microsoft Power Platform Release Planner



- Launched in the May 2022
- Allows our team to review/track new features of a release wave via a new portal experience
- Split into 2 areas that you can collapse and expand for general and detailed feature descriptions
- The date represents when the feature will be come available and whether it's in:
  - Early Access
  - Private Preview
  - General Availability (GA)

[Microsoft Release planner (PREVIEW) (dynamics.com)]

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Scheduling Processes & Tips

Scheduling an Exam

Initial exam registration steps and claiming partner discount is managed through the ESI Portal

You will be re-directed to schedule the exam through Pearson ONVue

You will have the option to take on-site at a testing facility OR an online *proctored* exam from home

Once your exam is scheduled, you can cancel or reschedule ***up to 24 hours*** before your set exam date/time

Pearson VUE highly encourages exam takers to use a **personal computer** and not an employer-issued computer
NO tablets or touch-screen devices

Do not take your exam in these environments:

- X **Public places** such as libraries, coffee shops, etc.
- X **Hotels**
- X **Corporate Offices** where firewalls, VPNs or other security measures may block video streaming

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Taking a Test Online

Prepare Day(s) Before the Scheduled Exam

- Review the guide ahead of time: Pearson VUE Online Testing Guide
- Ensure you meet the testing requirements
- At least a week in advance run a system test (or two) – checks compatibility of hardware/network connection
- Ensure your test space meets the strict testing guidelines as you will need to provide photos

IMPORTANT GUIDELINE CRITERIA :

X **NO** additional monitors (2 options: remove or un-plug)
X **NO** tablets or touchscreen technology is permitted
X **NO** blue tooth devices or headsets
X **NO** applications can be running in the background of your testing device
X **NO** scratch paper or writing utensils can be present
X **NO** breaks or eating while testing
X **NO** one can enter your testing environment

✓ You MUST provide a government-issued approved form of ID
✓ You MUST take your exam in an enclosed, private, and quiet space
✓ You MUST use a device that has a webcam
✓ You MUST disconnect from any VPNs
✓ You MUST stay in view of your web-cam at all times

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Testing Day Tips

- **Initiate Check-In 30 mins prior**
  - ✓ Force close ALL other applications running on your computer
  - ✓ Disable apps that may deliver pop-up/unprompted reminders or messages
  - ✓ Multiple system check steps will be completed upon download of the OnVUE application

- **Prepare the items to be provided to the proctor:**
  - ✓ Headshot Photos
  - ✓ Government-issued approved form of ID
  - ✓ Testing space photos to pass the room scan criteria

- **DURING the Exam**
  - Carefully adhere to the rules and be mindful of the clock
  - If you need support or experience technical issues, raise immediately and do not wait to submit an issue

- **AFTER the Exam**
  - Most tests will display your score immediately upon completion
  - Follow the how-to instructions carefully when exiting the platform
  - If you leave the view of your camera BEFORE successfully exiting the platform, the proctor may interpret as a testing violation and revoke your exam submission!

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Thank you for your time and attention!

Katie Zak | kzak@hso.com

Driving Improvements in Business Performance