**Engagement Request**

0:04  
This video will cover creating a new engagement request from the CE Hub homepage.

0:08  
Select from the appropriate Program Executive Briefing, Microsoft Innovation Hub, Experience Center, or Industry Experience Center.

0:18  
Select the geographic location and engagement type.

0:23  
Click the Request Now button to proceed.

0:31  
Your selections will be prefilled from the previous page.

0:35  
Next, enter an engagement title, number of expected attendees, and engagement format.

0:43  
Most engagements will be in person, but if one or more of your attendees will be remote, you may select Hybrid or Virtual.

0:53  
Next, select the dates of your engagement from the calendar control.

0:58  
If you are selecting A1 day engagement, double click the single day.

1:05  
If the date you are looking to select is crossed out, this means that the center is either closed or experiencing high volume.

1:14  
You will need to enter additional justification to move forward with these dates.

1:24  
Click the Next button.

1:30  
You will now select the account and opportunities that you will be hosting.

1:34  
First, select the appropriate search, account name, account ID, top parent ID, or opportunity ID.

1:44  
Type your search and hit enter.

1:52  
Use the Expand button to show all of the opportunities for the account.

1:57  
Select the appropriate opportunities and click the Next button.

2:09  
You'll now need to enter engagement goals.

2:12  
Providing as much information as possible will help with approval of your engagement.

2:17  
Note that certain centers have an opportunity dollar amount threshold.

2:21  
This amount is listed in the top left.

2:24  
If you have not reached this threshold, you may be asked to provide additional justification.

2:31  
You may also hit the back button to add additional opportunities.

2:36  
Once complete, hit the Next button.

2:43  
Depending on the engagement type you've selected, you may need to enter Strategy Guidance.

2:49  
Select the key decision makers from the drop down.

2:52  
Select all that apply.

2:55  
Enter the desired outcomes for the customer.

2:58  
Microsoft.

3:00  
Enter any executive activity or meeting that has happened recently.

3:05  
Add a link to the account plan from MSX.

3:09  
Describe the competitive landscape and indicate what, if any, competitors the customer will be attending on their visit.

3:18  
Click the Next button.

3:21  
You will now need to review and agree to the center policies.

3:24  
The screen will vary based upon center selected and geographic location.

3:30  
Make sure to review all questions carefully.

3:33  
Enter an internal order or cost center if required, and agree to the center reservation and fee policies before clicking Next.

3:46  
Finally, you will review a summary of your engagement submissions.

3:50  
You may hit the back button to make any corrections needed.

3:54  
If you would like to add additional engagement owners, enter them into the Additional Engagement Owner search box, select them from the drop down and click Add.

4:05  
Additional Engagement owners will have the same level of access to the engagement in CE Hub.

4:11  
Finally, click the Submit button.

4:17  
You can return to the Manage Engagements page to check on the status of your request.

4:22  
Active requests will be listed in the top right and you can click on the status tag to see where it sits in process.