

# **EXTERNAL CERTIFICATION**

Guidelines for updating Certifications to Partner Portals & Frequently asked questions

### Contents

lr	mportance	2
G	Guidelines for updating Partner Portal	3
	AWS Certification	3
	Microsoft Certifications	4
	Salesforce Certifications	5
	Google Cloud Platform Certifications	7
F	requently Asked Question	12
	Q1. How to upload certification details and gain credit points	12
	Q2. I cannot see my certification name listed in the drop down	13
	Q3. How are credit points given to the External Certifications?	13
	Q4. What types of External Certifications can we apply for?	13
	Q5. What is the minimum training duration for external certification to apply for credit points	s?
		. 13

# **Importance**

### Are you Certified?? Tell us about it !!

The Partner ecosystem is strategically important for Persistent and our clients. Persistent university is committed to invest in various certification programs which helps improve the competency of our employees and improves our standing within our Partner ecosystem.

Follow this simple 2 step process:

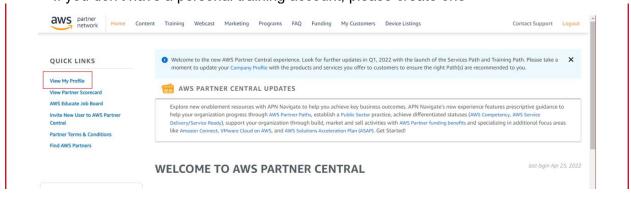
- 1.Go to the partner portal and update AWS, Salesforce, Microsoft, GCP certifications
- 2.Add your certification details in the Training Management System



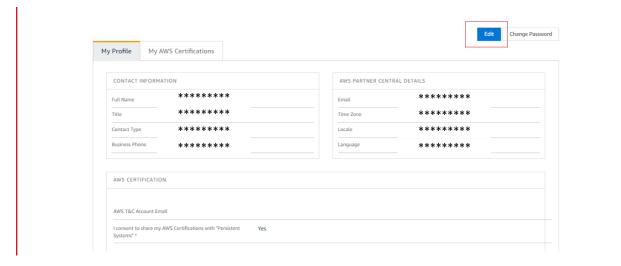
# **Guidelines for updating Partner Portal**

### **AWS Certification**

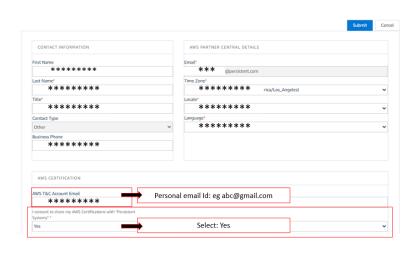
- Sign up/login to the Partner Central account via the <u>Self Registration Link</u>,
- If you don't have a personal training account, please create one



Go to View my Profile - View My Profile page



Edit your profile



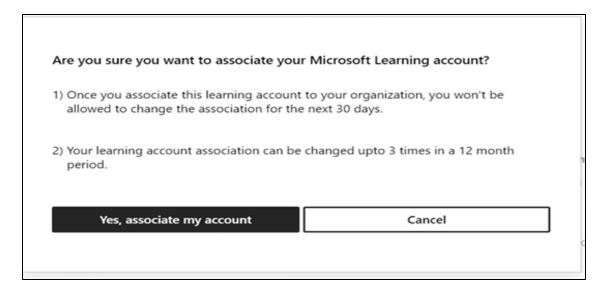
- Update the "AWS T&C Account Email id" with email id which you have used while completing the certifications
- Go to consent section & select "Yes" in the drop down to share your certifications with Persistent
- The tagging is complete once your new email id appears in Partner portal.

### **Microsoft Certifications**

- Login to Partner with Microsoft using Persistent login ID
- Click on "Partner Center"
- Go to "Your Account" on top right-hand corner with Employee face icon
  - Click on "My Profile"
  - On the "Account settings | "My profile" page scroll down to the bottom to click on "Get Partner University Access"
    - Login using your personal account which is used while creating Microsoft learning account
    - Once access is provided the screen would look like



- Go back previous login page and click on "Associate Microsoft Learning Account" button
- Following screen pops up



Click on "Yes, Associate Learning Account"

### **Salesforce Certifications**

 Login to WebAccessor-Kryterion website (<a href="https://www.webassessor.com/wa.do?page=defaultLogin">https://www.webassessor.com/wa.do?page=defaultLogin</a>)

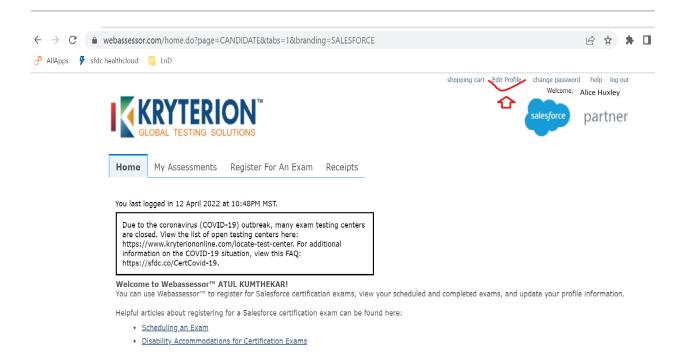


#### Webassessor \*KRYTERION

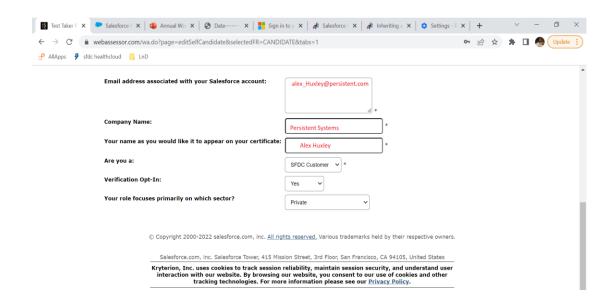


 Login to the portal using your credentials. And select Edit Profile menu on top right (indicated by Red Arrow) Following example shows the data for Alex Huxley, an imaginary employee.





- Leave your original email id, which should ideally be your personal email id.
- Scroll down little bit and update Company Name as shown and optionally you can add second email ID that of persistent email id. All the fields are shown in red ink in screenshot below
- Click on Save !!





## **Google Cloud Platform Certifications**

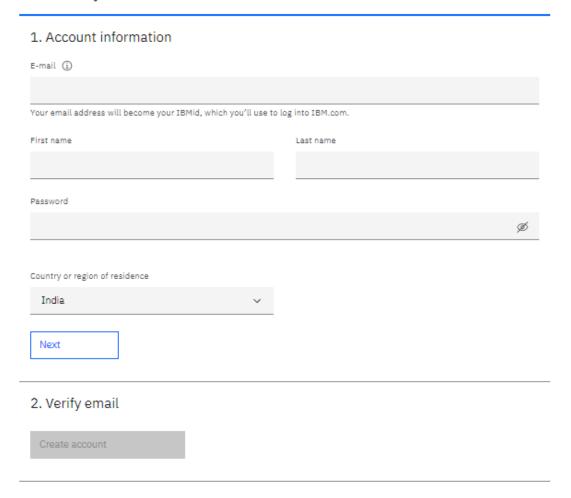
- Employees use the following link <u>form</u> to update any GCP certifications
- Please use your login credential that was used at the time for applying for certificate

#### **IBM Partner World Certification**

- Sign up to <u>IBM Partner World</u>
- Fill in the mentioned details. In the "E-mail" section, please put your Persistent email ID
  - This is your IBM id for future reference
  - Click on "Next" button

Already have an IBM account? Log in

### Create your IBMid





- On clicking the "Next" button, you would receive a verification email on your Persistent email ID
- Enter the 7-digit verification code on next page which looks as follows, and click on "Create Account"

Already have an IBM account? Log in

#### Create your IBMid



#### 2. Verify email

We emailed a 7 digit code to

@persistent.com

This code will expire in 30 minutes.

Verification token



Didn't receive the email? Check your spam filter for an email from ibmacct@iam.ibm.com.

Resend code

IBM may use my contact data to keep me informed of products, services and offerings:

✓ by email

You can withdraw your marketing consent at any time by submitting an opt-out request. Also you may unsubscribe from receiving marketing emails by clicking the unsubscribe link in each email.

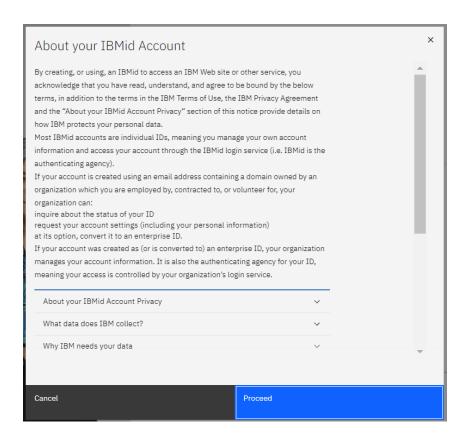
More information on our processing can be found in the <u>IBM Privacy Statement</u>. By submitting this form, I acknowledge that I have read and understand the IBM Privacy Statement.

I accept the product  $\underline{\mathsf{Terms}}\, \underline{\mathsf{and}}\, \underline{\mathsf{Conditions}}$  of this registration form.

Create account



You will see the following pop-up window. Click "Proceed" to continue



 Click on "Add yourself to a registered company". This would take you to Self-association page

### Get Started

To join PartnerWorld, please register your company as an IBM Business Partner. If your company is already registered, add yourself to the membership.





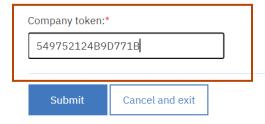
On "Self association" page enter the below highlighted "Company token" and "Submit"

PartnerWorld Profile >

# Self association

The fields indicated with an asterisk (\*) are required to complete this transaction; other fields are optional. If you do not want to provide us with the required information, please use the "Back" button on your browser to return to the previous page, or close the window or browser session that is displaying this page

Use this action to add your personal information into a location profile. You must first enter the token that was given to you by your company administrator. Enter the token in the space below, and then press "Submit". The token is case sensitive so please ensure you use the correct case.



- Once you have submitted the :token number", "Locations for self association" appears at the bottom of the page
- Click on the company entity name as highlighted below

### Locations available for self association

Below is the list of locations into which you may enter your personal information. Click on any location to enter your information. Please note that the authorized profile administrator must approve your association and assign you an access level in order for you to access your profile.

The location link will only be available if you are not profiled in that location.

Company locations

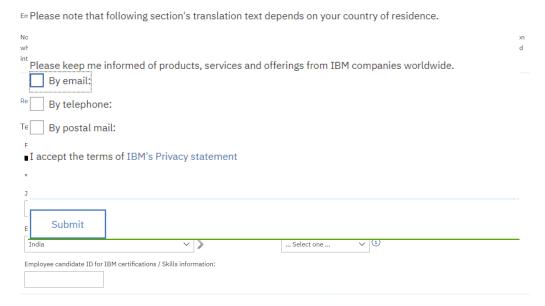
Name	Location ID	Address	City	State/Province	Primary relationship contact
Persistent Systems Ltd	19066245	Bhageerath,	Pune	Maharashtra	Udayraj Dhulekar



This is an important step

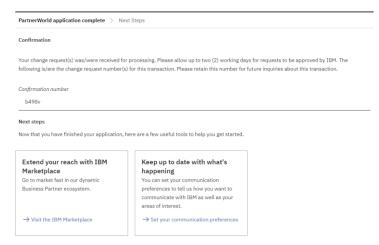
- You will be redirected to "Employee Self association" page
- Select "Job function", "Preferred language" from the drop down
- Enter your Certification candidate ID which is mentioned on the score card of your certification in the section "Employee candidate for IBM certifications/ Skills information" & Submit
  - This should be available in your email which was used for Certification

### **IPrivacy information**



- You will be redirected to "Confirmation" page. Save the confirmation number in your records for future reference
- The request goes to Partner admin for validation which take 2 business dates to approve, Expect a confirmation on account creation after 2 days

#### Confirmation

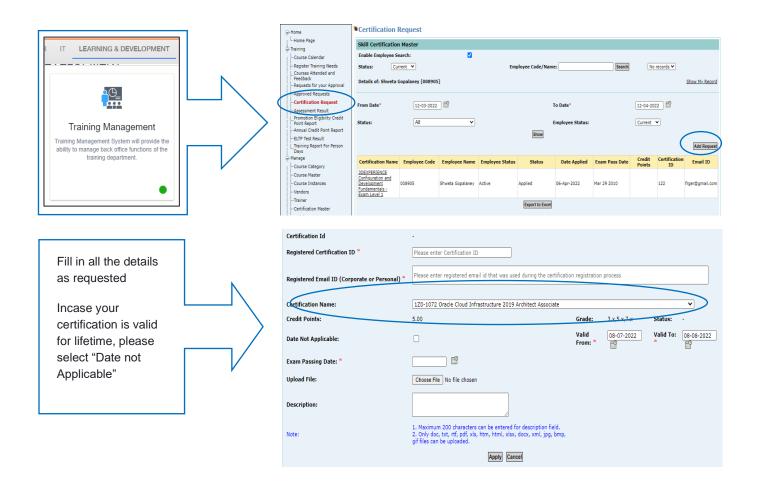




# **Frequently Asked Question**

### Q1. How to upload certification details and gain credit points

Go to – PI > ALL APPS > Learning & Development> Training Management. Follow the screenshots below





### Q2. I cannot see my certification name listed in the drop down

A new certification can be added to the Learning Management system. Employee would need to fill in all certification details in the <a href="mailto:Format For External Certification Details">Format For External Certification Details</a> and send an email to <a href="mailto:certification@persistent.com">certification@persistent.com</a>

### Q3. How are credit points given to the External Certifications?

After all the External certification details are sent to the team (in the above format), they are verified by our team of experts and then used to assign Credit points. The decision of assigning credit points belongs solely to the Certification Review Panel and the skills expert. Certifications which are beyond 6 months of application will not be eligible for credit points

### Q4. What types of External Certifications can we apply for?

All external certification, which are globally acclaimed and can be applied and earned, are considered as valid external certifications.

For External Courses with only Completion certificates, we urge you to take an internal Selfy shot /internal assessment / or external assessment for the same course and claim the credit points

# Q5. What is the minimum training duration for external certification to apply for credit points?

The minimum training duration should be 6 hrs. and above. The trainings can be in-class, online, self-learning, video based etc. mode.

For any further queries you can contact: certification@persistent.com