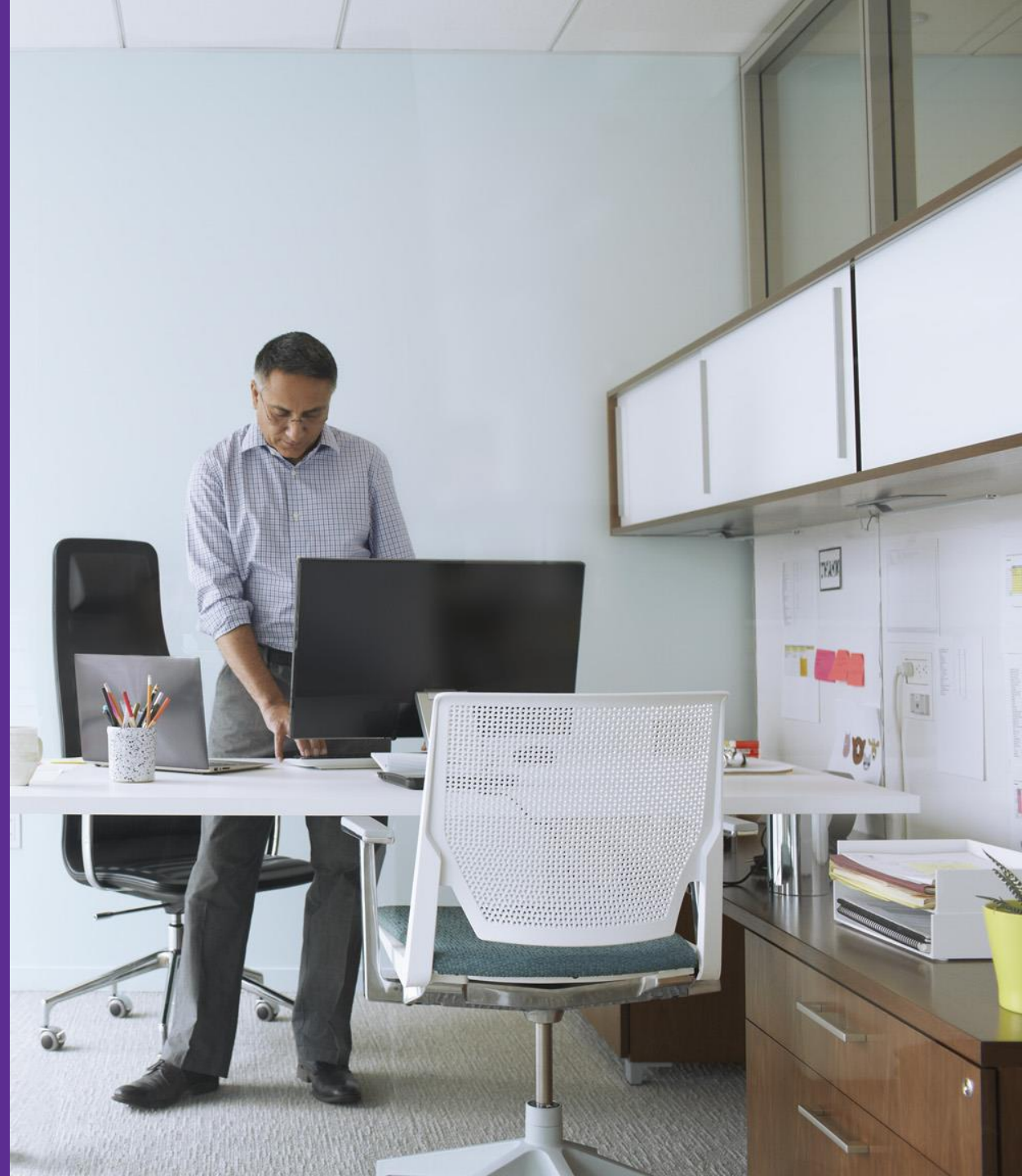


Microsoft Internal Use Only

Experience Microsoft Cloud
<https://cloudlabs.ai/>

Spektra Systems



Cloud Labs

Simple, Easy & Powerful way to
experience Microsoft Cloud

Self-service or managed, end-to-end experience to run Microsoft Cloud Hands-on workshops at scale



Managed workshop experience

- 1 Request for a workshop, based on available track.
- 2 Your request gets approved by workshop sponsor team
- 3 Your workshop gets scheduled, you will get bit.ly link as well as Skype support link, 3 days prior to the workshop. Advised to go through <http://bit.ly/mcw-help> before the actual workshop day.
- 4 If you have any questions during the workshop, you can get on the Skype support bridge and get instant help
<http://bit.ly/mcw-support>





Request for Workshop

1. Navigate to <https://admin.cloudlabs.ai/>
2. Click on Log In button on right top of the page
3. Sign-in using your Microsoft corpnet account

Request for Workshop

1. Select tenant **Microsoft**
2. Navigate to menu **Lab Requests**
3. Click on button **ADD**

The screenshot shows the Azure Experience Center interface. The top navigation bar includes the Azure Experience Center logo, a tenant dropdown menu (highlighted with a red box and number 1) showing 'Microsoft', and a user profile dropdown (Manesh Raveendran). The left sidebar contains 'Test Drives' and 'Lab Requests' (highlighted with a red box and number 2). The main content area is titled 'LAB REQUESTS' and features a table with two records. A red box and number 3 highlight the '+ ADD' button in the top right corner of the main content area.

Id	Track Name	Bit.ly URL	Status	Action
1282	Intelligent Analytics		Cancelled	 
1279	AI Developers - Emerging		Cancelled	 

SHOWING 1 - 2 OF 2 RECORDS

10 25 50 100

Request for Workshop

Select the track from available list

Pick a time zone that matches your workshop location

Keep start time and end time as the times for the labs. You could have workshop start at 9AM local, however lab only starts at 11AM. In this case keep 11AM as the start time for lab request.

The screenshot shows a web form for requesting a workshop. The fields are as follows:

- Track ***: A dropdown menu with "Internet Of Things" selected.
- Time Zone ***: A dropdown menu with "(UTC-08:00) Pacific Time (US & Canada)" selected.
- Date ***: A date picker showing "2018-04-30".
- Start Time ***: A time picker showing "11 : 00 AM".
- End Time ***: A time picker showing "04 : 00 PM".
- City ***: A text input field containing "Bellevue".
- Country ***: A dropdown menu with "United States" selected.
- Request Code**: An empty text input field.
- Registration Link**: A text input field containing "https://experienceazure.cloud/#/schedule".
- Notes**: A text area containing "Any additional information goes here."
- Expected Attendee Count**: A text input field containing "30".
- Primary Contact**: A text input field containing "manesh@msazurelabs.onmicrosoft.com".

At the bottom of the form are two buttons: "SUBMIT" (in teal) and "CANCEL" (in light gray).

Request for Workshop

If you are requesting on a workshop sponsored by Lisa Downey / Ian Peacock, please keep Request Code as MS-1010-MCW

Registration Link refers to an external public sign-up page where attendees could sign-up for the event. Edit this if you have a sign-up page provided by MTC or MS Events. Otherwise, leave default.

Track *	Internet Of Things	
Time Zone *	(UTC-08:00) Pacific Time (US & Canada)	
Date *	2018-04-30	
Start Time *	11 : 00 AM	
End Time *	04 : 00 PM	
City *	Bellevue	
Country *	United States	
Request Code		
Registration Link	https://experienceazure.cloud/#/schedule	
Notes	Any additional information goes here.	
Expected Attendee Count	30	
Primary Contact	manesh@msazurelabs.onmicrosoft.com	
<div>SUBMIT CANCEL</div>		

Request for Workshop

When you create the request, keep initial number for expected attendee count. You can update this, as you have more information.

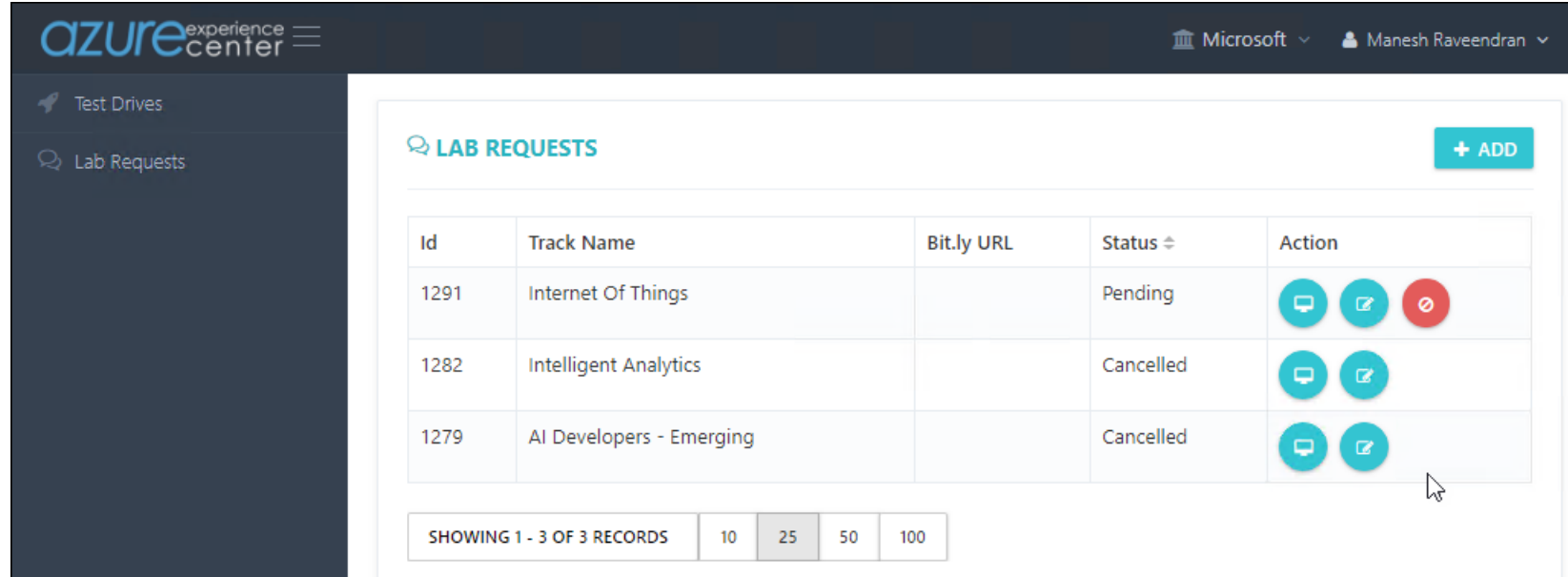
Click on **Submit** button, when you have entered all information.

Track *	Internet Of Things		
Time Zone *	(UTC-08:00) Pacific Time (US & Canada)		
Date *	2018-04-30		
Start Time *	11	:	00 AM
End Time *	04	:	00 PM
City *	Bellevue		
Country *	United States		
Request Code			
Registration Link	https://experienceazure.cloud/#/schedule		
Notes	Any additional information goes here.		
Expected Attendee Count	30		
Primary Contact	manesh@msazurelabs.onmicrosoft.com		
<div>SUBMIT CANCEL</div>			








Request for Workshop

Once you submit the request, it should be in Pending state.

Review of request and status update should happen in one business day (PST)



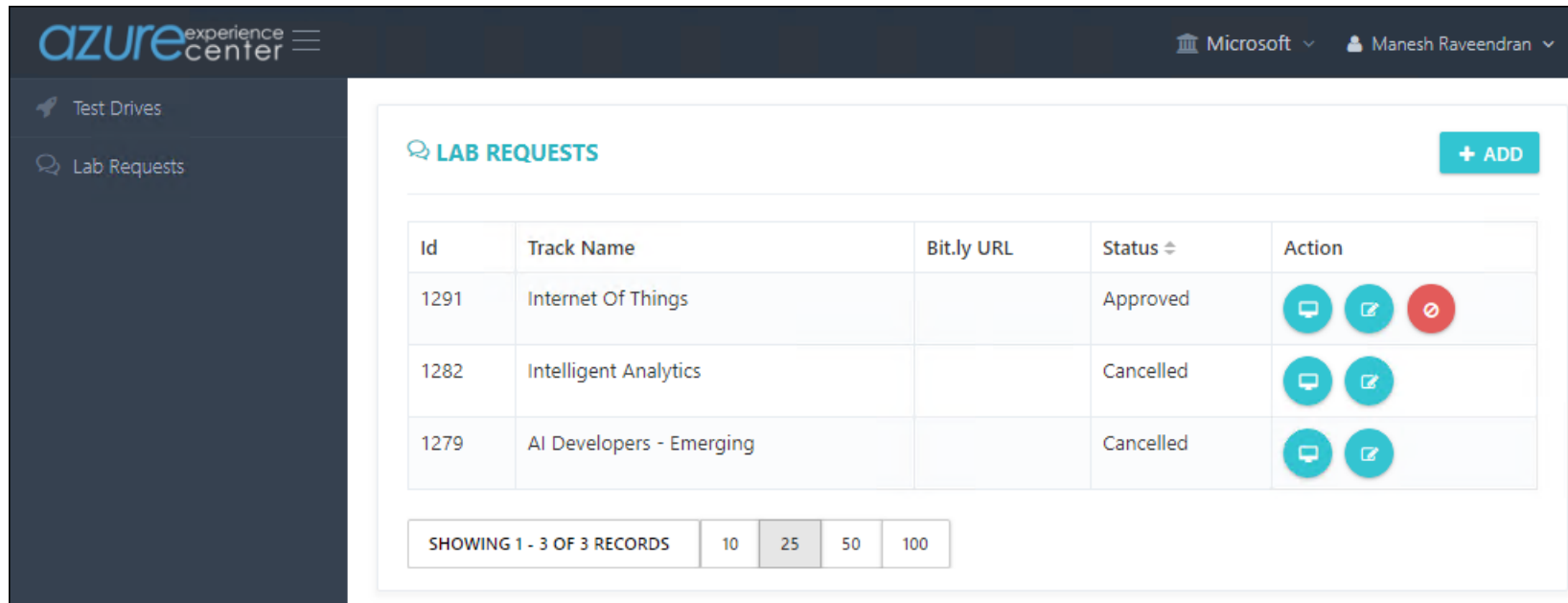
The screenshot displays the Azure Experience Center interface for managing lab requests. The left sidebar shows navigation options: Test Drives and Lab Requests. The main content area is titled 'LAB REQUESTS' and includes a '+ ADD' button. Below this is a table with the following data:

Id	Track Name	Bit.ly URL	Status	Action
1291	Internet Of Things		Pending	  
1282	Intelligent Analytics		Cancelled	 
1279	AI Developers - Emerging		Cancelled	 

At the bottom of the table, there is a pagination control showing 'SHOWING 1 - 3 OF 3 RECORDS' and filters for 10, 25, 50, and 100 records per page. A mouse cursor is hovering over the 'Action' column of the third row.

Request for Workshop

Status for request will change once it is Approved










azure experience center

Microsoft Manesh Raveendran

Test Drives

Lab Requests

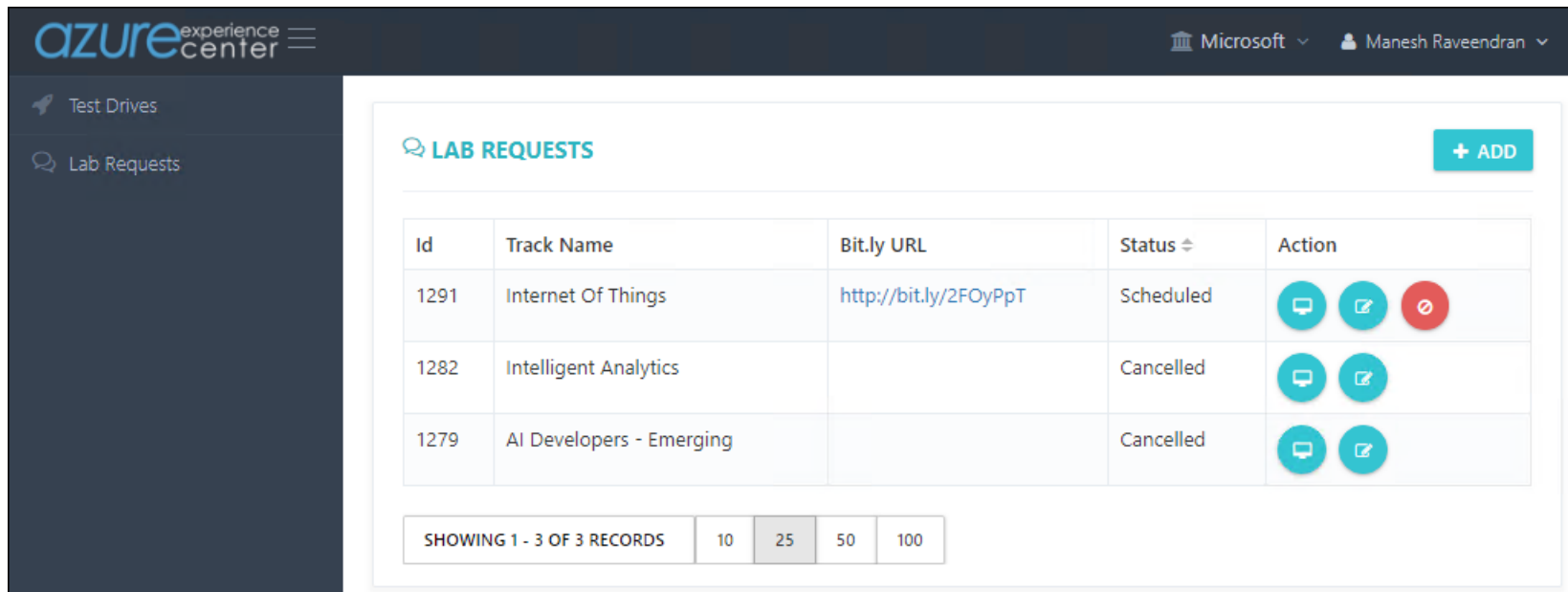
LAB REQUESTS + ADD

Id	Track Name	Bit.ly URL	Status	Action
1291	Internet Of Things		Approved	  
1282	Intelligent Analytics		Cancelled	 
1279	AI Developers - Emerging		Cancelled	 

SHOWING 1 - 3 OF 3 RECORDS 10 25 50 100

Week Prior to Workshop Date

- Your request gets scheduled
- bit.ly URL for lab access sign-up is provided
- You will receive Skype meeting invite, for instant support during the workshop time.










azure experience center

Microsoft Manesh Raveendran

Test Drives

Lab Requests

LAB REQUESTS + ADD

Id	Track Name	Bit.ly URL	Status	Action
1291	Internet Of Things	http://bit.ly/2FOyPpT	Scheduled	  
1282	Intelligent Analytics		Cancelled	 
1279	AI Developers - Emerging		Cancelled	 

SHOWING 1 - 3 OF 3 RECORDS 10 25 50 100

On Workshop Day

- Hot instances are deployed as per the expected attendee count. So when attendees sign-up they get environment instantly, w/o having to wait of pre-requisite environment provisioning.
- If you have any questions, ping us on the Skype bridge.

Frequently Asked Questions

How can I specify if my workshop is multiple days?

- You can specify number of days when you create request.

How can I share my request to others, like instructors & proctors?

- You can add details once you save the request. Go to edit request page and you can do it.
- Ensure to provide UPN of their Azure AD identity. (alias@microsoft.com instead of firstname.lastname@Microsoft.com)

I am planning to do a workshop, that is not in the available tracks. What should I do?

- Please send an email with details to cloudlabs-support@spektrasystems.com

When should I request for a workshop? How much lead time is required?

- Though we are flexible to accommodate last minute requests, ideal lead time for workshop request is **one week**.

Can I cancel a workshop that is already scheduled?

- Yes, you can cancel the workshop request up-to one hour before the planned start time. Ideal is at least 24 hours notice.

Can I change the date / time zone of my workshop?

- Date changes are not allowed. You could cancel the request and raise a new request for the changed date. Or else, you can send an email to cloudlabs-support@spektrasystems.com and support team will change the date for you. Please note that time changes are allowed from the portal.

Got questions?

Email: manesh@spektrasystems.com