VM Instructions

If you do not have access to a VM, please read the [Introduction](#) to determine the next steps.

If you have access to a VM as part of your course, you would have received an email from CloudShare which contains a link and instructions to start your VM.

After you have started the VM, follow these steps to start the BillingCenter application:

1. **Locate the BillingCenter Shortcuts folder on the Desktop**

2. **Open the BillingCenter Shortcuts folder**

3. **From the file list, double-click Start BillingCenter**

   This will open a command prompt window. Several messages related to BillingCenter's startup appear in the window. When the steps are finished, you will see the following message in the command prompt window.

   ```
   ******BillingCenter ready******
   ```

   It is easy to miss the "ready" message since BillingCenter continues processing activities after displaying the notice.

   If you have waited three minutes or more and have not seen the message, go to step 6 and open Chrome. The percentage will remain at 0% but disregard the message.

4. **Leave the command window open (minimize it if needed)**

5. **Open Chrome from the bottom bar of the VM**

6. **In the browser, connect to the following URL:**

   ```
   http://localhost:8580/bc/BillingCenter.do
   ```

7. **When you are finished training for the day, stop the application server.**

   To stop the server, click on the Stop BillingCenter shortcut in the folder BillingCenter Shortcuts folder on the Desktop. This will open a command prompt window to shutdown BillingCenter.
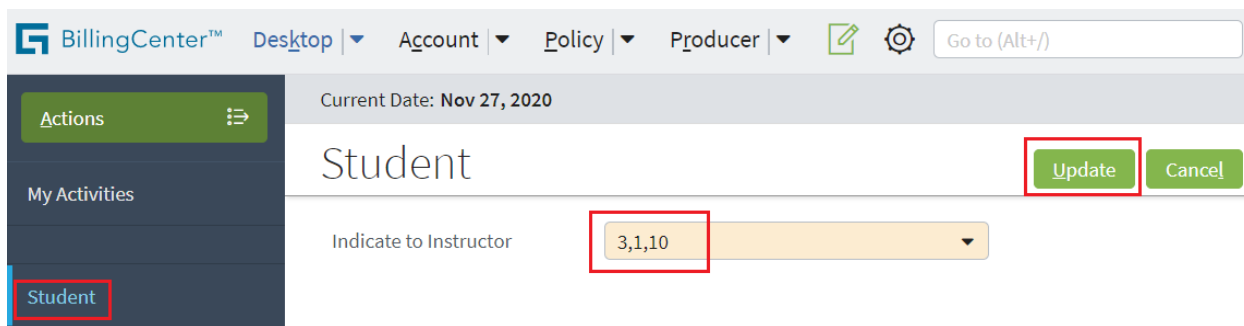
Login Credentials

Important!

How do you log in?

Instructor-led courses

Please ensure you have read and followed the VM Instructions before attempting to log in.
Your instructor will provide you with a student identifier between "01" and "20". Write down your student id. You **must** use your student id by substituting it everywhere you encounter "**XX**" in the exercise instructions.

In many of the exercises the instructor will run commands on the server to allow you to progress and successfully complete the exercise. For the instructor to detect that you have reached the point where these commands can be run, it is critical that you follow the instructions exactly. Specifically, you must name items exactly as indicated and make payments for the exact amounts.
Whenever instructed to **WAIT** it is imperative that you do not proceed until the instructor indicates his/her tasks are completed.

Sometimes the instructions will tell you to "Indicate to the instructor that you are ready to continue (X,Y,Z)". To do this you should go to the **Student** tab on the desktop and set the value appropriately.

Self-study

Please ensure you have read and followed the VM Instructions before attempting to log in.

1. **Many of the exercises are designed for a classroom and training data has been created to prevent students corrupting each other's work. Since you are working in your own VM, use the credentials student01 and gw to log in to BillingCenter. Use "01" anywhere the instructions specify "XX"**

2. **In many of the exercises there will be times where the instructions indicate that an instructor will perform certain tasks for the class. As you are in a Self-Study course and there is no instructor, you will complete these tasks as well. You will find instruction for these tasks in the Appendix section of this workbook.**
   For all Instructor tasks you will use a second browser tab:

   In the 2nd browser, connect to the following URL:
   `127.0.0.1:8580/bc/BillingCenter.do`
   username: su   password: gw

Lesson 1   Billing Lifecycle

1.1   Exercise: Match BillingCenter terms with their definitions

 Activity

In the Billing Lifecycle lesson, you learned several terms that BillingCenter uses. Your assignment is to match each term in a list with the description that best defines the term.

8.   **Click the 'Billing Lifecycle Lab' link on the course page to start the activity.**