

Learner Experience Portal (LxP)

Customer How To (AAD)

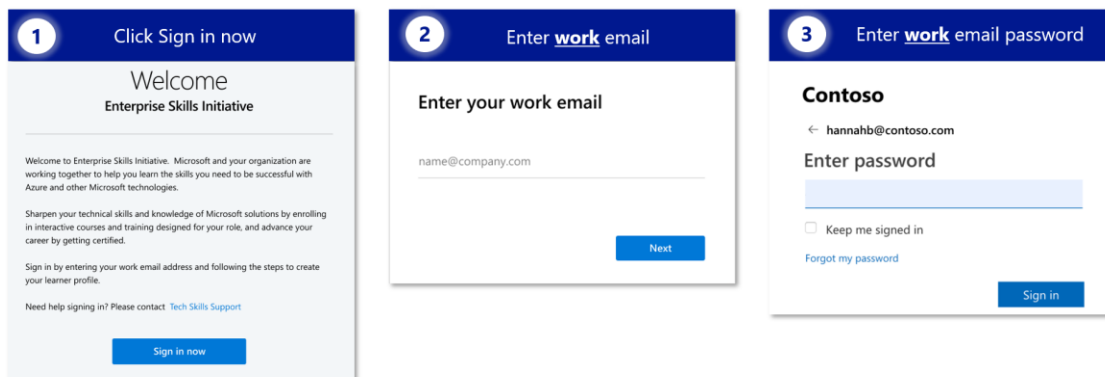
The LXP will modernize the way your employees register and access Microsoft training events. This new portal will also give your learners the opportunity to register for Microsoft Exam Certifications without the need for vouchers or codes.

Contents

Accessing the LxP	1
Navigating the LxP	2
Using Filters to See More Course Options	2
Scheduling an Exam.....	3

Accessing the LxP

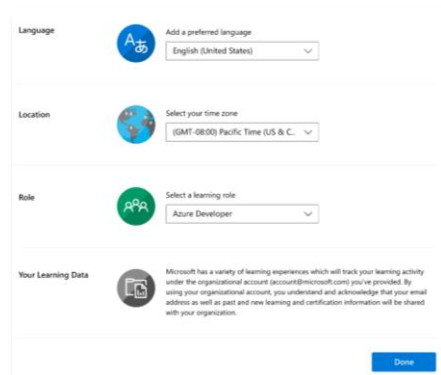
1. Navigate to the [ESI Learner Experience Portal \(LxP\)](#)
2. Log In



The login process consists of three steps:

- 1 Click Sign in now**: A welcome screen for the Enterprise Skills Initiative. It includes a 'Sign in now' button at the bottom.
- 2 Enter work email**: A screen where the user enters their work email address. It includes a 'Next' button.
- 3 Enter work email password**: A screen where the user enters their password. It includes a 'Sign in' button.


3. On your first log in, select your preferences for Language, Time Zone, and Azure role; **click Done**



The preferences screen allows users to set their preferences for Language, Location, and Role. It includes a 'Done' button at the bottom.

- Language**: Add a preferred language (English (United States))
- Location**: Select your time zone (GMT-08:00 Pacific Time (US & C...))
- Role**: Select a learning role (Azure Developer)
- Your Learning Data**: Microsoft has a variety of learning experiences which will track your learning activity under the organizational account (ssosund@microsoft.com) you've provided. By using your organizational account, you understand and acknowledge that your email address as well as past and new learning and certification information will be shared with your organization.

Navigating the LxP




LEARN ON YOUR OWN
Microsoft Learn

Explore a topic in-depth through guided learning paths and interactive, hands-on modules.

[Explore](#)

Click **Explore** to see online, self-paced learning modules.




LEARN THE FUNDAMENTALS
Microsoft Training Days

Sign up for digital events combining pre-recorded presentations with live moderators supporting attendee questions.

[Explore](#)

Click **Explore** to see and register for Azure Fundamental courses.




INSTRUCTOR-LED TRAINING
Microsoft-Delivered Courses

Enroll in role-based and specialty instructor-led virtual training delivered by Microsoft Certified Trainers.

[Explore](#)

Click **Explore** to see and register for Azure role-based courses.




INSTRUCTOR-LED TRAINING
Learning Partner Training

Enroll in discounted role-based and specialty instructor-led training delivered by authorized Microsoft Learning Partners.

[Register](#)

Click **Register** to see available Learning Partners and sign up for Discounted Class Seat courses.



GET CERTIFIED
Microsoft Certifications

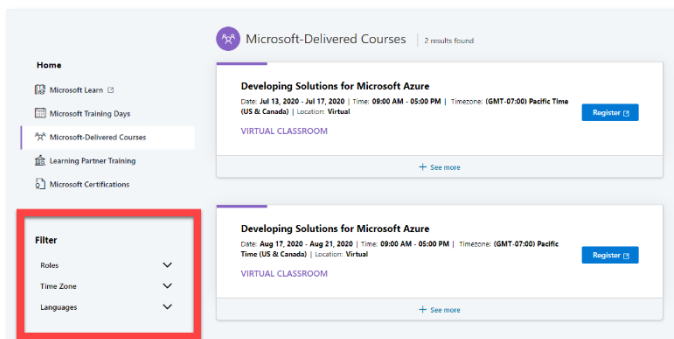
Advance your career, earn recognition, and validate your technical knowledge through accredited Microsoft Certifications.

[Schedule](#)

Click **Schedule** to sign up for your Azure Certification Exam at no cost.

Using Filters to See More Course Options

When viewing Microsoft Training Days or Microsoft-Delivered Courses filters can be changed to reveal additional courses



The screenshot shows the Microsoft Learning portal interface. On the left, a sidebar contains navigation links: Home, Microsoft Learn, Microsoft Training Days, Microsoft-Delivered Courses (highlighted), Learning Partner Training, and Microsoft Certifications. Below the sidebar is a 'Filter' section with three expandable dropdown menus: Roles, Time Zone, and Languages. The main content area displays 'Microsoft-Delivered Courses' with '2 results found'. Two course cards are visible, both titled 'Developing Solutions for Microsoft Azure'. The first card shows dates 'Jul 13, 2020 - Jul 17, 2020' and a 'Register' button. The second card shows dates 'Aug 17, 2020 - Aug 21, 2020' and a 'Register' button. Both cards indicate a 'VIRTUAL CLASSROOM' location.

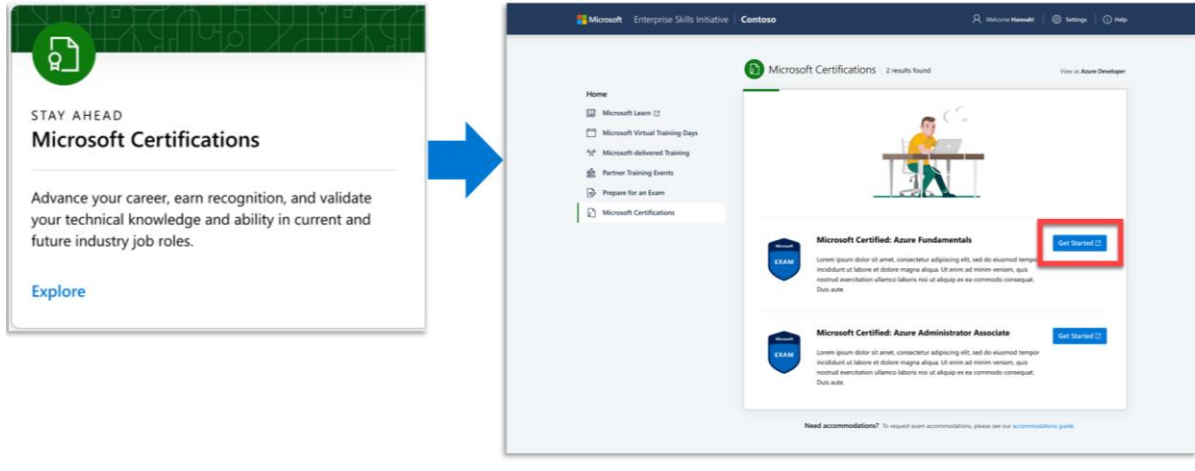
Role – Select additional roles to see courses associated with that role

Time Zone – Select additional Time Zones to see course offerings in a Time Zone near you

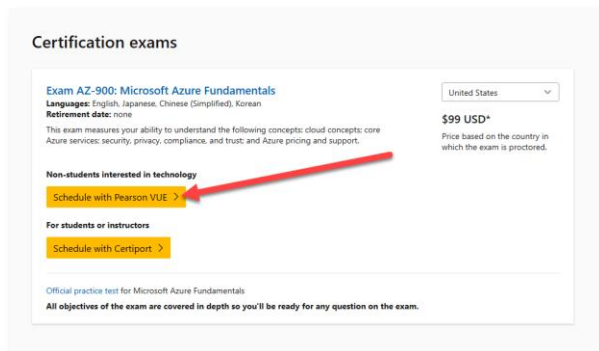
Languages – Select additional Languages to see offerings offered outside of your preferred language

Scheduling an Exam

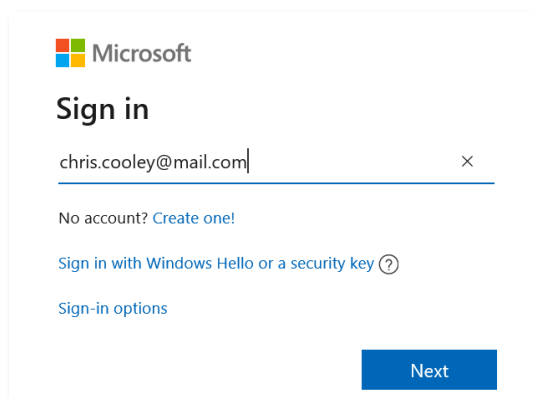
1. From the Microsoft Certifications section, locate the Azure Exam you would like to take and **click Get Started**



2. Scroll down to the **Certification exams** section, click **Schedule with Pearson Vue** >



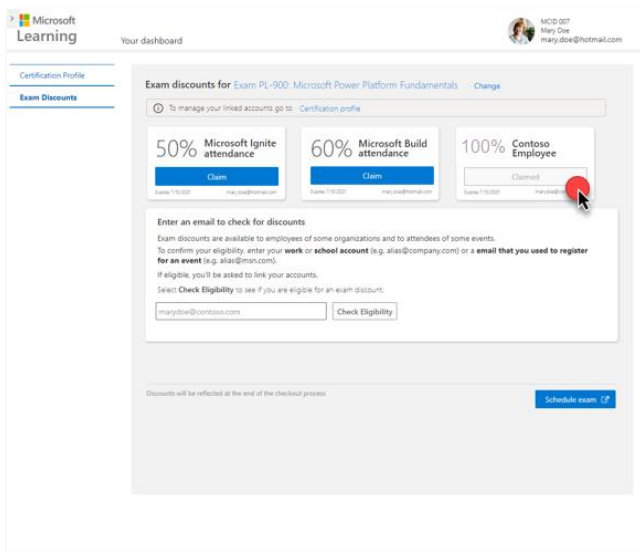
3. Enter your **personal email** address (or **Create One**), click **Next**



4. Enter your personal account password, click **Sign In**
5. Update your profile, click **Save & Continue**
6. To see your discount, you will need to verify your work email



- a. Enter your **work email**, click **Verify Account**
 - b. Enter your **work password**, click **Next**
 - c. Click **Agree**
7. Click **Claim** (this will turn the box from blue to grey)



**** NOTE: The discount will show at the top of the screen. You MUST click "Claim" to apply the discount BEFORE clicking Schedule Exam.**

8. Click **Schedule Exam**
9. Follow the prompts to select language preference, location preference, and select your date / time for your exam.