

Software Assurance E-Learning offers self-paced interactive training designed for end-users delivered via Internet or Intranet. Learn how to activate and use your Software Assurance E-Learning Benefit today.

Software Assurance E-Learning provides:

Employee skill enhancement – Employees can use Software Assurance (SA) E-Learning to prepare for a new software deployment or gain skills to be more productive on their current software.

Reduced training costs – User training is already included under your Software Assurance coverage. With Software Assurance E-Learning, provide your employees with a self-paced training option without impacting your budget.

Interactive training – Developed by Microsoft experts, Software Assurance E-Learning is self-paced training that includes features such as assessments and audio and multimedia content.

4 Simple Steps to Use Software Assurance E-Learning

1. Verify Eligibility:

The number of E-Learning accesses each customer receives is based on the amount of qualifying licenses covered under their Software Assurance. Visit the Volume Licensing Service Center (VLSC) for the most accurate statement of your Software Assurance benefits.

2. Activate:

The Benefits Manager will go to Microsoft's Volume Licensing Service Center (VLSC) web site to activate the organization's SA E-Learning benefit. You may have up to three (3) SA E-Learning benefits depending on your qualifying licenses covered by Software Assurance (Application, System, Server). Each benefit only needs to be activated one time, and the entire number of allotted eligible user accesses to the organization will then be activated for use.

- ▶ **To activate your e-learning benefit**, go to the [Volume Licensing Service Center](#) site and sign in by using your Microsoft account (formerly Windows Live ID) Benefits Manager credentials. If you do not have the administrative permissions necessary to activate your SA benefit, get in touch with your Notices Contact. After you have obtained the permissions and signed in, click **Software Assurance**. From your Benefit Summary page, click **E-Learning – Application/Systems/Server**. On the next page, click **Activate Benefit**.
- ▶ **Review the list of SA E-Learning eligible courses**. Review the list of courses available through Software Assurance E-Learning at the [Course Catalog](#) to identify the courses of interest to your staff. The course list can be found at <http://www.microsoft.com/learning/sa-vl-catalog/savldefault.aspx>. Under **Program Type**, select **SA**; under **Product Type**, select **E-Learning**; under **Offer Type**, select **SA Application/System/Server** as appropriate.

Software Assurance E-Learning Overview

3. Determine your Delivery method:

Customers have multiple options when it comes to providing employees with access to Software Assurance E-Learning depending on their needs. To understand all the options available with your Software Assurance E-Learning, please consult the [SA E-Learning Delivery Options Guide](#).

- ▶ Online Delivery through the Microsoft Learning Central Portal (Learning Central) at <https://business.microsoftelearning.com>. Learners must have a Microsoft account (formerly Windows Live ID) in order to access the e-learning
- ▶ SCORM 1.2 Delivery – a behind the firewall solution for Software Assurance E-Learning customers. SCORM downloads are available at the Volume Licensing Service Center (VLSC) site at <https://www.microsoft.com/Licensing/servicecenter/default.aspx> (available only to Enterprise and Select Agreement customers)

4. Provide access:

Based on the delivery option right for your company, create a plan to provide access and instructions to employees within your company.

- ▶ Employees accessing SA E-Learning via the web (online delivery option) can consult the [SA E-learning Learner Guide](#)

Details You Should Know

Eligible licenses: The Microsoft Product List details Software Assurance benefit eligibility and program rules. Customers can find the most accurate statement of their current Software Assurance benefits in VLSC.

Revocation: Once Software Assurance E-learning access is associated with an individual's Microsoft account (formerly Windows Live ID), there is no way to reassign the access to another user or remove access

Expiration: From the time a student first begins an e-learning course, he or she has up to 12 months to complete it before access to that course expires. Courses must all be started prior to the expiration of the organization's Software Assurance coverage.

Language: All courses are available in English and may be available in up to 16 other languages. Not all courses will be available in all languages.

IP Whitelisting: Microsoft account has a security feature that if multiple ID's are created from the same IP address in a short time span (3 in 24 hours), the IP is blocked and any further deployment is blocked pending white-listing of the IP address. Administrators can submit a Microsoft account IP Address Whitelisting request directly with the Microsoft account Support Team through the [IP whitelisting form](#). This is recommended for companies deploying the e-learning training to their employees via the online delivery method.

For more information about Software Assurance E-Learning, go <http://www.microsoft.com/learning/en/us/business/software-assurance.aspx#tab2>.

Microsoft provides this material solely for informational and marketing purposes. Customers should refer to their agreements for a full understanding of their rights and obligations under Microsoft's Volume Licensing programs. Eligibility for Software Assurance benefits varies by offering and region and is subject to change. The Terms and Conditions of your Volume License Agreement and the Terms and Conditions under which any specific Software Assurance benefits are offered will take precedence in the case of any conflict with the information provided here. For eligibility criteria and current benefit program rules, see the Microsoft Product List.

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