

# VLSC Software Assurance E-Learning Benefit Activation Guide

Software Assurance for Volume Licensing offers a range of tools and resources to help your company deploy, manage and maximize your Volume Licensing purchases. This guide will show you how to activate your E-Learning benefit within the Volume Licensing Service Center (VLSC) and locate your Online Learning access codes.

There are two categories of training benefits offered by Microsoft Software Assurance. The following information will help you understand those differences as you support your users' training needs.

- **Online E-Learning for end-user training.** This training promotes readiness for end users through self-paced, interactive online courses. When courses are completed, users will receive a certificate of achievement that can be saved or shared.
- **Training Vouchers for technical training.** This training is for IT professionals and developers to improve their existing technical skills and master new technologies with in-depth, instructor-led training. When courses are completed, the Software Assurance benefits administrators will receive an email to confirm each training delivered.

To activate your E-Learning training benefit, please follow the step-by-step instructions in this guide.

## Topics in this guide:

VLSC Registration

E-Learning Benefit  
Activation

# Steps to Register Software Assurance Managers

To begin, register and sign in to the VLSC. After you are registered and signed in, you will need appropriate permissions granted by your organization's VLSC Administrator.

The VLSC Administrator grants permission either by approving permission requests that have been submitted by individuals or by proactively assigning permissions to individuals. Visit the [VLSC Training and Resources](#) page to review the "Requesting and Approving User Permission" video, or download the VLSC User Guide for detailed instructions.

## How to register

Users must sign in to the VLSC with a Microsoft account and associate the Microsoft account with a valid business email address.

1. If you don't have a Microsoft account, [sign up for one](#). After you obtain your Microsoft account, go to step 2.
2. Go to the [Volume Licensing Service Center](#).
3. Enter your Microsoft account and password, and then click **Sign In**.
4. The VLSC will validate whether you are a registered user.
5. First-time users must associate their Microsoft account with a valid business email address. You will be invited to register by using a valid business email address.
  - You will receive an email message asking you to validate your information.
  - Your business email address may be different from your Microsoft account. Note that the business email address must match the email address provided on your Volume Licensing agreement or Open License order.
  - Check your inbox for the validation email.
  - Confirm your email address, create a password and password reset option, and then type the characters from the picture into the field to validate your information. It may take up to 24 hours for registration to complete.

## E-Learning Benefit Activation in the VLSC

Follow these steps to activate your E-Learning benefit and locate your access codes.

1. Sign in to the VLSC. If you are not registered to use the VLSC, click **Sign In** and follow the steps to register.

## Welcome to the Volume Licensing Service Center

### Products, Benefits and Subscriptions

The Volume Licensing Service Center (VLSC) gives you easy access to:

- > Download products and keys
- > Access all your licensing information in one location
- > View your relationship summary and license summary details
- > Review the status of your enrollments
- > Activate and consume Software Assurance benefits

**Sign In**

Sign in to access the Volume Licensing Service Center

[Sign In](#)



- On the top menu, click **Software Assurance**.



Microsoft Volume Licensing Service Center

Home Licenses Downloads and Keys **Software Assurance** Subscriptions Administration Help

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#### Find What You Need

- > Software Downloads
- > Find Product Keys
- > Review your VLSC Permissions

#### Track Licensing Info

- > View License Summary
- > View Relationship Summar
- > Add an Open License to your profile

- Click **E-Learning Application**, **E-Learning System**, or **E-Learning Server**. This will take you to the Manage Software Assurance Benefits page.

### Software Assurance Summary

The Software Assurance Summary provides a list of Software Assurance for this benefit. Any Software Assurance Benefit you are not currently eli

Benefit
24x7 Problem Resolution Support
<b>E-Learning – Applications</b>
<b>E-Learning – Servers</b>
<b>E-Learning – Systems</b>
Home Use Program
Office Multi Language Pack
Planning Services

- Click the LicenseID for which you want to manage E-Learning. This will take you to the Benefit Summary page.

Filter View

by Benefit:

E-Learning - Servers

Page 1 of 2 shown 1 | 2 | 3

Licensing ID	Organization	City
Affiliate Registration Form 02468073	SAB BVT (DO NOT USE)	Redmond
Affiliate Registration Form 02468073	SAB BVT (DO NOT USE)	Redmond
Standard Enrollment 5432962	BVT Response Management	Redmond
Standard Enrollment 6050791	BVT Response Management	Redmond
Standard Enrollment 6200469	SAB BVT (DO NOT USE)	Redmond

- Click **E-Learning Application**, **E-Learning System**, or **E-Learning Server** on the Benefit Summary page.

[Home](#) > [Benefit Administration](#)

### Benefit Summary

**BVT Response Management**  
**Agreement Number:** 6050791  
**Agreement Status:** Active  
**Program:** US Government

**Benefits Available for Activation**

You are entitled to the following benefits. To activate a benefit, click on the benefit name and follow the instructions in the subsequent screens.

Benefit Name	Status	Description
<a href="#">Office Multi Language Pack</a>	Activate Now	<a href="#">View</a>
<a href="#">E-Learning - Servers</a>	Activate Now	<a href="#">View</a>

- Enter contact information and applicable domains for your organization. Click **Activate Benefit**.

Note: You must have a Learning Management System (LMS) to use the download files or CD. Media provided is for personal use only. Domain Name (one required; i.e. abc.com)

- After the benefit has been activated, you will see a 10-digit alphanumeric Access Code on the Benefit Details page. You will also receive an email with the same Access Code and a link to the course website that you can share with your employees.

Home > Benefit Administration > Benefit Summary

Benefit Details		Active		Agreement Start Date: Agreement End Date:	
BVT					
Agreement Number:					
Agreement Status:					
Program:					
Benefit : E-Learning – Servers					
Eligible Users: 1500	Current Users: 0	Remaining Users: 1500			Access Code: SRO63

8. After an employee receives the Access Code, he or she will use a Microsoft account (Windows Live, Xbox, Hotmail, or Outlook) or Office 365 account (if your organization is licensed for Office 365) to access e-learning training through the [Microsoft Online Learning Learner Portal](#). Administrators can access the [administrator Online Learning portal](#).

**Note:** *The account that you initially use to sign in to the Online Learning portal will be permanently associated with your Microsoft Online Learning subscription. You will use these same credentials each time you sign in.*

To create a Microsoft account, go [to the Microsoft account sign-in page](#) and click **Sign up now**. To receive your Office 365 credentials, contact your Software Assurance Benefits Manager.

To view the current list of Software Assurance eligible E-Learning courses, go to the Software Assurance and Volume License [Product Catalog](#). Under **Program Type**, select **SA**, and under **Training Type**, select **E-Learning**.

To learn more about E-Learning course delivery options via the Internet or intranet, or to find administrator options that let you assign and track learning plans for individuals across your organization, please visit the [Software Assurance Learning site](#), where you will find user guides under **E-Learning Resources**.

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