

Learner Experience Portal (LxP)

Customer How To (AAD)

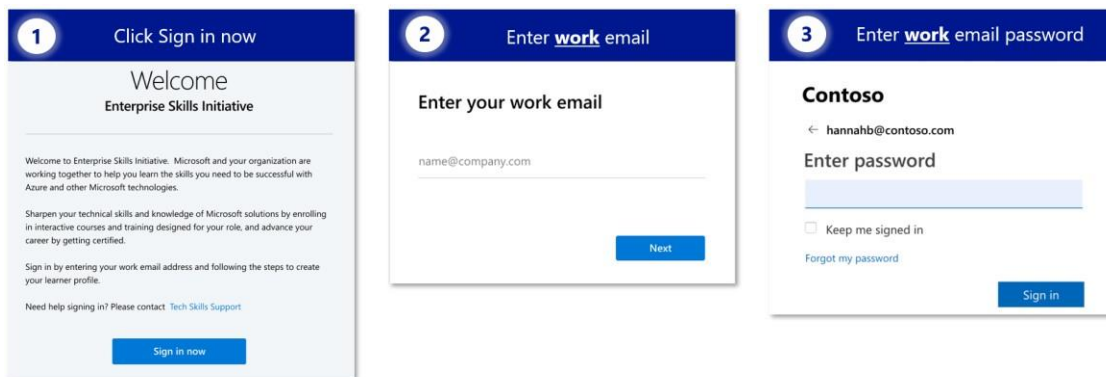
The LXP will modernize the way you register and access Microsoft training events. This new portal will also give learners the opportunity to register for Microsoft Exam Certifications without the need for vouchers or codes. The University of Oxford is an early adopter to this new training portal so please be patient if there are any bugs.

Contents

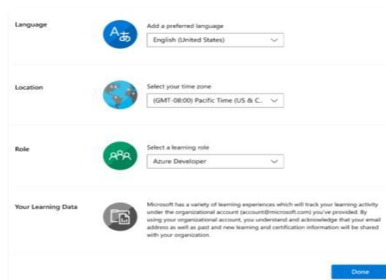
Accessing the LxP	1
Navigating the LxP	2
Using Filters to See More Course Options	2
Scheduling an Exam.....	3
Troubleshooting for signing in.....	5
Troubleshooting for Exam discount.....	5

Accessing the LxP


1. Navigate to the [ESI Learner Experience Portal \(LxP\)](#)
2. **Log In using your work email address [sso@ox.ac.uk](#) NOT your work email address.**



3. This will take you to the Webauth page to authenticate. On your first log in, select your preferences for Language, Time Zone, and Azure role; **click Done**



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

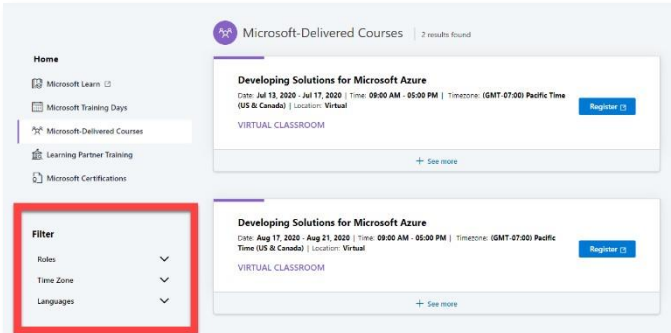
Advance your career, earn recognition, and validate your technical knowledge through accredited Microsoft Certifications.

[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. **Top Tip:** Change the time zone to +1 GMT or -1 GMT to maximise courses on offer.



The screenshot shows the 'Microsoft-Delivered Courses' page with 2 results found. On the left, a 'Filter' sidebar is highlighted with a red box, containing 'Roles', 'Time Zone', and 'Languages' with dropdown arrows. The main content area shows two course listings for 'Developing Solutions for Microsoft Azure' in a 'VIRTUAL CLASSROOM' format. The first listing is for dates Jul 13, 2020 - Jul 17, 2020, and the second is for Aug 17, 2020 - Aug 21, 2020. Both listings include a 'Register' button and a '+ See more' link.

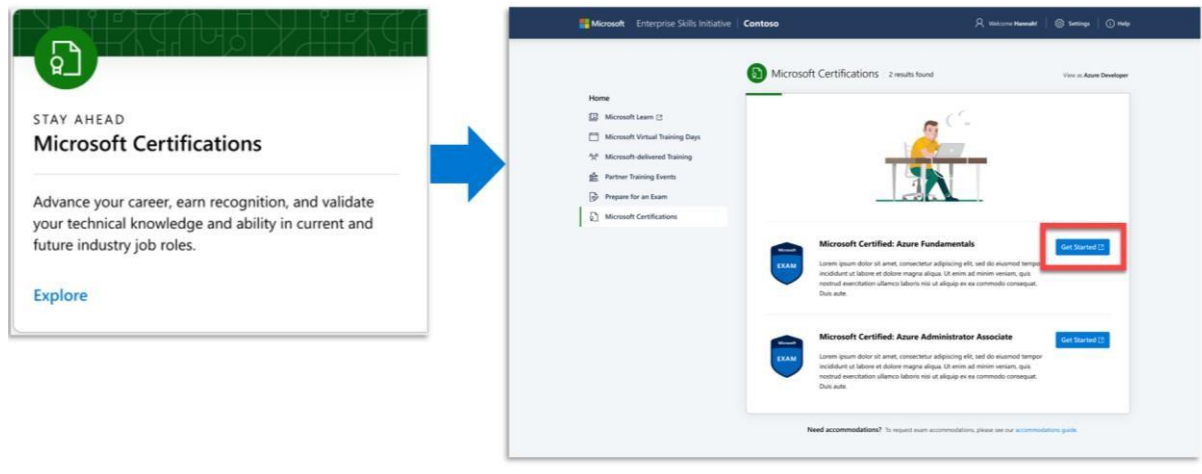
Role – Select additional roles to see courses associated with that role

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

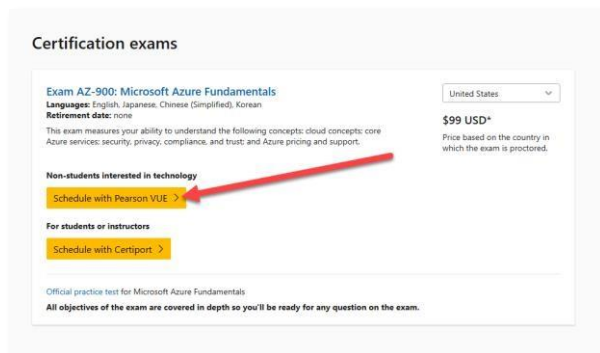
Languages – Select additional Languages to see offerings offered outside of your preferred language

Scheduling an Exam

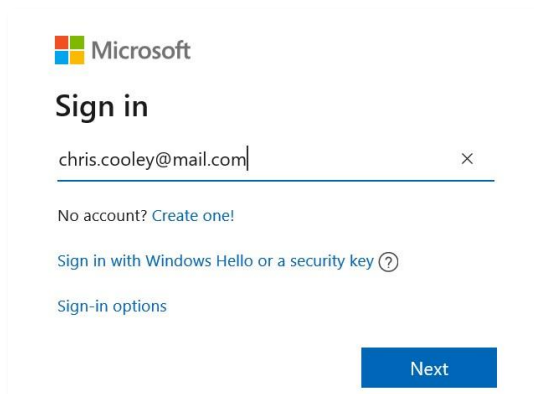
1. From the Microsoft Certifications section, locate the Azure Exam you would like to take and **click Get Started**



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



3. Enter your **personal Microsoft email address** (or *Create One*),(or it may automatically pull it through) click **Next**



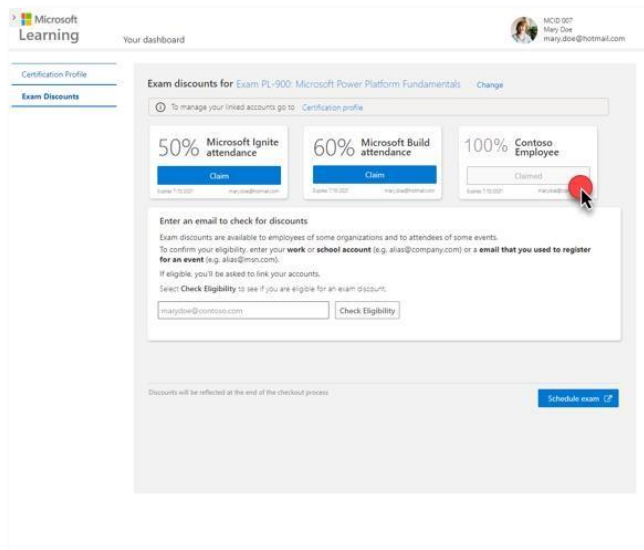
4. Enter your **personal** account password, click **Sign In**
5. Update your profile, click **Save & Continue**
6. To see your discount, you will need to verify your work email sso@ox.ac.uk. Do NOT use your work email address.
7. Around this stage it may ask you to link your personal account with your work account. Do this using your personal MS account and your sso@ox.ac.uk. Do NOT use your work email address.



a. Enter your **work email** (sso@ox.ac.uk), click **Verify Account**

- b. Enter your **work password**, click **Next**
- c. Click **Agree**

8. Click Claim (this will turn the box from blue to grey)



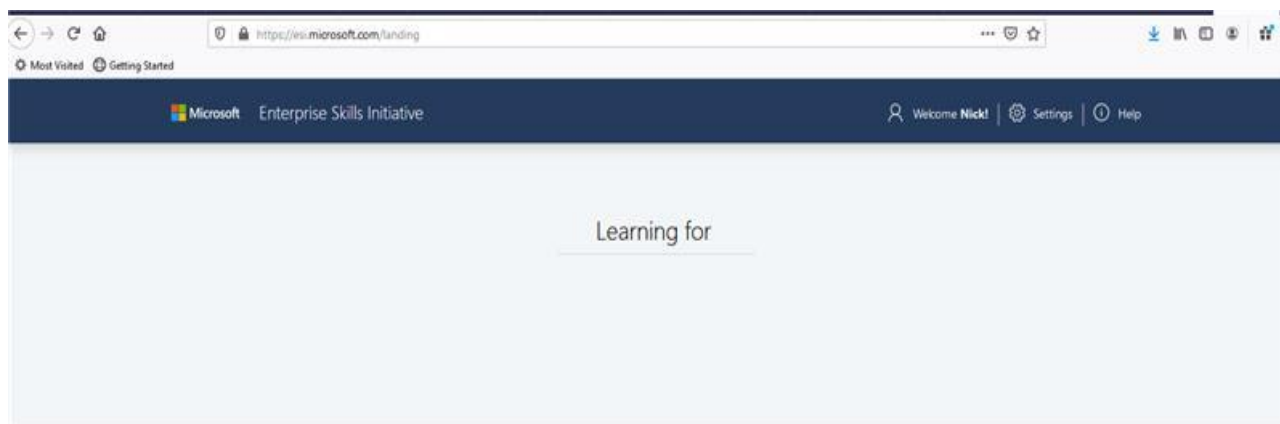
**** NOTE: The discount will show at the top of the screen. You MUST click "Claim" to apply the discount BEFORE clicking Schedule Exam.**

9. Click **Schedule Exam**

10. Follow the prompts to select language preference, location preference, and select your date / time for your exam.

Troubleshooting for signing in

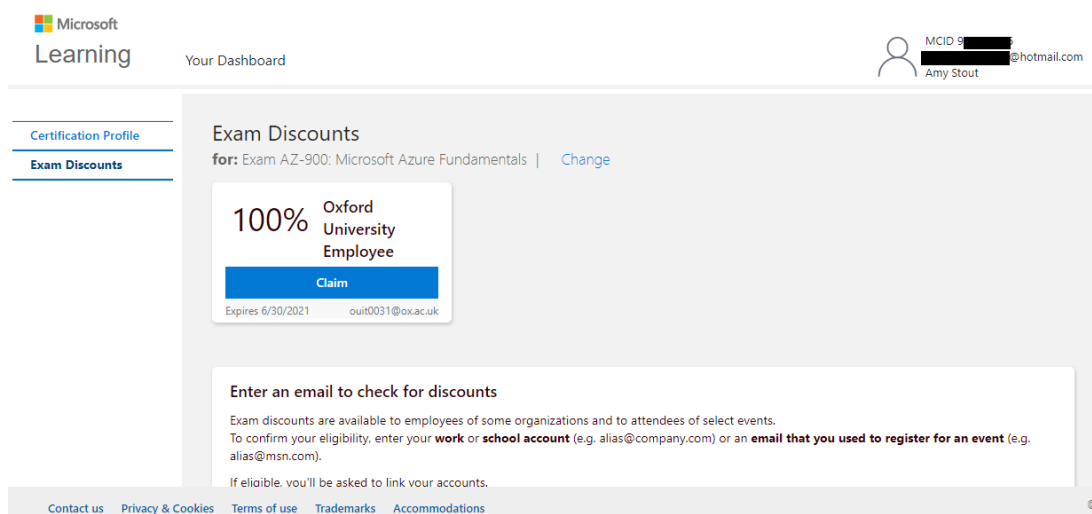
If you get this screen you have done something wrong. Go back and sign in with your sso@ox.ac.uk and **NOT** your work email address. If you still get this screen please contact the [ESI Customer Support Portal](#).



Troubleshooting for Exam discount:

You may have to enter your sso@ox.ac.uk into the box and click "check eligibility" after you've linked your personal account and work account (sso@ox.ac.uk) for your discount to appear.

This is what it should look like:



If you have tried everything (**and entered your sso@ox.ac.uk instead of your work email address**) and read the directions properly and the discount still does not appear, please report all issues through the [ESI Customer Support Portal](#). Since Oxford is an early adopter for this new portal there may still be some bugs to be fixed through Microsoft. Exams are free. Do not pay for an exam.

