Partner University Launch:

Follow these steps to access Partner University

1. Close all other browser instances. (This is to ensure that you have not signed in with a Microsoft Account which is not associated to any valid org in PMC.)
2. **Browse to this site:** URL [https://mspartnerlp.mspartner.microsoft.com/LearningPath](https://mspartnerlp.mspartner.microsoft.com/LearningPath)
3. Click on the “person” icon in top right corner of the Learning Path site, to open a new log-in menu.

4. You will be taken to a log-in screen, where you will enter your Microsoft Account (personal email) credentials. Use the same personal email address that you use to connect to the Learning Path site or to Partner Learning Center.
5. After entering in your credentials, you will be taken back to the Learning Path page. On the top right corner of the site, you will now see this hyperlinked sentence: “Welcome [Your Name] + [Your MPN ID].” This means you are now logged in. Click on your hyperlinked name.
6. You will now see a grey log-in menu containing a box that says “Go to my individual profile.”
7. Wait for 10 minutes, then refresh the browser window. You might need to repeat this step.
8. When the refresh is complete, you will see that your log-in menu has changed. A new hyperlink will have appeared near the bottom of your log-in menu. The link will say: “Partner University Learner Dashboard” or “Partner University Admin Dashboard,” depending on your role in your company (see below for a view of each). When these links appear, it means your credentials have now been validated by Partner University, and you’re ready to go. Click on the Partner University hyperlink in your log-in menu to launch the site. Henceforth, each time you log into Learning Path, you will see the Partner University hyperlink in your log-in menu.

![Image](image1.png)

![Image](image2.png)

9. If you selected the Learner Dashboard link, you will arrive at the log-in screen for Partner University’s Learner Dashboard (see image below). Please sign in here with your email credentials. If you’re logging into the Admin Dashboard, you will see a different image, but the log-in feature will be the same.
10. There are two final steps to take, to create your Profile in Partner University so that the site recognizes you each time you log in. The first step is to agree to the Terms of Use document.

11. The second step is to complete your Profile. Select your language preference and country.
12. Finally! After you've filled out your Profile, you will arrive at your Learner or Admin Dashboard in the Partner University site. Screenshots below show the Learner Dashboard on the left; the Admin Dashboard on the right.

13. You are now free to explore the new site. In the Learner Dashboard we suggest trying the Search function to find the courses you want. You can filter the Search results by Product, Topic, Level or Language. You can also jump back into the Learning Path tab and click on any of the green tiles in Learning Path to launch a specific course, just as you have in the past.

14. To contact Technical Support or give Microsoft feedback about this experience, please send email to partnerup@microsoft.com.
More about the Learner and Admin Dashboard experiences

Learner Site

There aren’t navigational guides in Partner University yet (though Microsoft does plan to build additional page guidance soon). The Search bar is a good way to discover all the content that’s been published to the site. Type in course title or keywords to find trainings, and use the filters to the left (for Product, Topic, Language, Level) to narrow the search results. If you find courses that you’d like to bookmark for viewing later, click on the green “Add” button, and the course will be added to your “My Courses” tile in your Learner Dashboard. When you complete one of the courses listed in your “My Courses” tile, that course will show up in your red “My Achievements” tile, where you will be able to print a transcript for the course or print a Certificate of Completion.

You can also go back to the Learning Path page, find the course you want, click on any green tile in the course and launch the course directly from the Learning Path page.

There’s another way to view the entire list of courses published to the site: click on the “Catalog” button at the top of the screen. You will find yourself looking at a list of course categories. One tip: the only way out of the Catalog view is to click the Catalog button again. It functions as a toggle.

There are several improvements we can make to this screen: for instance, some partners have suggested that we need an “MPN Competencies” category. We agree. And perhaps we need different product categories. Please share your feedback on how to improve any of the features in the site, using the partnerup@microsoft.com alias, so that we can take action on your ideas. Know that we will try to improve these categories soon, to better represent categories that matter most to partners.
Admin Site

This dashboard is available only to those with MPN Global Administrator access in each partner company. This is a special new feature that will give Administrators a birds-eye view of learner activity across their organization. However, the tiles in this dashboard will be empty when an Administrator first logs in, and names will appear in the tiles only as the company’s staffers log in and create their profiles. Administrators: please encourage those in your company to log in and establish their profiles in Partner University, to enable the tracking features in Partner University. The more staffers who log in and establish profiles, the more robust the Administrator dashboard’s functionality will be.

As learners in the company org log in, the Administrator will be able to track the learners’ progress through courses and completion of assessments. The Administrator will also be able to assign learning plans to learners and can categorize the employees in Groups for Learning Plan assignments and other tracking.
When logged into the Admin site, be sure to review the “User Guide” link or “FAQ” link at the bottom of the page, for answers to your questions and helpful tips. Following is the Learning Plan guidance featured in the online User Guide:

**Learning Plans**

**How do I assign a learning plan to one or more users?**

**To assign a learning plan to one or more users:**

1. Click **Learning Plans**.
2. Locate the learning plan that you want to edit. If you know any part of its name you can type that in the **Search** box and press **Enter**.
3. Click the **Manage Users** icon in the bar at the bottom of the learning plan.
4. Select the users you want to add then, under **Edit assignment**, click **Assign** and **Apply**.

**How do I remove a user from a learning plan?**

This is almost the same as adding a user.

**To assign a learning plan to one or more users:**

1. Click **Learning Plans**.
2. Locate the learning plan that you want to edit. If you know any part of its name you can type that in the **Search** box and press **Enter**.
3. Click the **Manage Users** icon in the bar at the bottom of the learning plan.
4. Locate the users you want to remove then, under **Edit assignment**, click **Unassign** and **Apply**.

**How do I update the list of courses in a learning plan?**

**To update the list of courses in a learning plan:**

1. Click the **Learning Plans** tile.
2. Click the **Manage courses** icon.
3. Expand the offerings in the course catalog and check the courses and collections to include in the plan, or remove the check to remove them.

4. Click **Save**.
   The learning plan is saved with its new collection of courses and you are returned to the *Learning Plans* page. All users assigned to the plan should receive an email notifying them of the change.

   If you change your mind about editing the learning plan you can click the **Cancel** button or the X in the upper right corner.

**Why don't we have a learning plan assigned to a user when he is added to a group associated with a learning plan?**

This is by design; we do not support live groups today. In this case adding the user to the group will not assign the learning plan to him and also there will be no trigger email generated for learning plan assignment. The learning plan needs to be assigned to the user explicitly.

**Steps to Switch your Language in Partner University**

If you want to view the Learning Path in a different language, follow these steps:

1. If you have already logged in by following the steps for log-in above:
   a. Make sure you are in the learning path home page: [https://mspartnerlp-preview.mspartner.microsoft.com/LearningPath/PathHome](https://mspartnerlp-preview.mspartner.microsoft.com/LearningPath/PathHome)
   b. Open a new tab
   c. In the new tab, type the url: [https://mspartner.microsoft.com](https://mspartner.microsoft.com)
   d. You will be shown the language selector page. Make your selection.
   e. Wait until the MPN page completes loading
   f. Switch to the other tab where you are viewing the learning Paths. Hit F5 to refresh the page.
   g. The Learning Paths will now be displayed in your newly selected language.

2. If you have not logged in:
   a. Open IE 10 or 11
   b. In the new tab, type the url: [https://mspartner.microsoft.com](https://mspartner.microsoft.com)
   c. You will be shown the language selector page. Make your selection.
   d. Wait until the MPN page completes loading.
   e. Now open a new tab. Enter the Learning Path Url: [https://mspartnerlp-preview.mspartner.microsoft.com/](https://mspartnerlp-preview.mspartner.microsoft.com/)
   f. The Learning Paths will now be displayed in your newly selected language.
   g. You can click on the sign in icon as mentioned in the login steps and complete the sign in process.

Please send any suggestions, concerns or comments about the Partner University experience to [partnerup@microsoft.com](mailto:partnerup@microsoft.com) and we will refresh this FAQ document with answers to your questions. Thank you.