



Resources

October 2010

For channel partner students seeking instructor-led, classroom training.

Does not apply to HP employees.

Visit us on HP.com
[HP ExpertONE](#)

Need help using or accessing The Learning Center?

Visit the [Assist Kit](#) on hp.com

Access The Learning Center

The Learning Center is a learning management system that contains HP certification and partner training and your student transcript.

Steps to access The Learning Center will vary based on your employer type. Please visit the [Assist Kit](#) on hp.com for step-by-step guides.

How to register for a class

- 1. Access The Learning Center and view course offerings.** To find course offerings you can use the 'Curriculum, certifications and courses' link on 'Train & certify' or 'Advanced Search' in 'The Learning Center'. If you need help finding a course offering, see 'Search tips' in the [Assist Kit](#).
- 2. Select an offering.** View the available course offerings by location or date.
- 3. Register in The Learning Center.** Select a course offering and click, 'Register'. A new screen will display, 'Registration Confirmation'. This step only confirms your registration with The Learning Center, not with the training center.
- 4. Confirm your registration with the training center.** Once you've registered in The Learning Center, the training center will contact you. Payment and registration confirmation are between you and the training center.
- 5. Mark your calendar.** The Learning Center will post the scheduled class on your dashboard.
- 6. Completion certificates.** At the end of your class you will be given access to a print-ready course completion certificate.
- 7. Your Transcript.** Allow up to two weeks for your transcript to be updated.

See the following pages for details.

Q&A

Q. Where do I find certification training?

A. Access The Learning Center, from the dashboard, click Advanced Search. Select certifications. Enter all or part of the certification name. Select the certification you wish to achieve. The certification curricula will display. For more search tips, visit the [Assist Kit](#).

Q. How do I take an exam?

A. To ensure the exam code is correct for the certification, follow the link in the certification curriculum, find the exam and click 'Register' in The Learning Center.

Q. Where is my learning history?

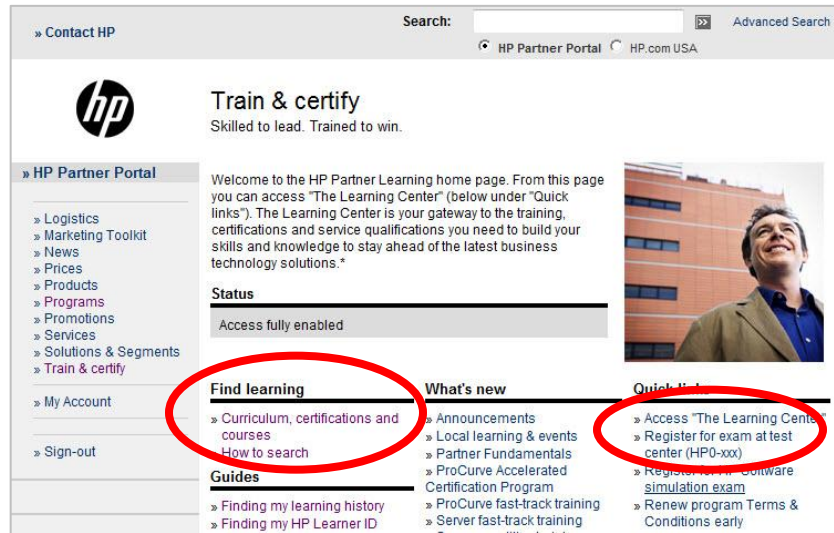
A. If you have a previous learning or certification history with HP, it may have been transferred to The Learning Center. If not, visit the [Assist Kit](#).

Q. How do I find my HP Learner ID?

A. Find your ID in The Learning Center under the My Profile tab.

Step 1: Access The Learning Center and view offerings.-

1. Access 'Train & certify'.
2. Under 'Find learning', click 'Curriculum, certifications and courses' to find a directory.
– Or –
3. Click 'Access The Learning Center' and click 'Advanced Search' and enter your search criteria:



Step 2: Select an offering.

1. View available offerings by location or date.
2. Select an offering

Step 3: Register in The Learning Center.

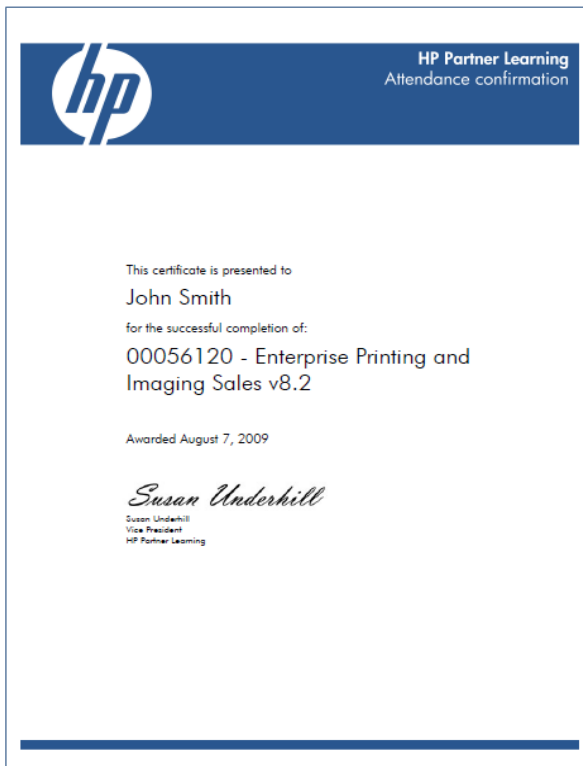
1. Click 'Register'
2. A new screen will display, 'Registration Confirmation'. Click 'Confirm'. This step does not confirm your registration with the training center – only in The Learning Center.
3. The course offering will now appear on your dashboard in Current Enrollments and My Calendar.

Your registration is not confirmed! See Step 4.

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Price	Actions
Adaptive Edge Fundamentals- Rev. 8.4.1		Instructor-Led (ILT)	12/15/2009	12/18/2009	Tuesday - Friday	PL-USA-CA-Sacramento		English	2600.00 USD	Register Add to Plan
Advanced SAN Architecture. Rev. 9.11		Instructor-Led (ILT)	03/23/2010	03/25/2010	Tuesday - Thursday	PL-AM-REMOTE - Virtual Classroom [HP]		English	2700.00 USD	Register Add to Plan
Building ProCurve Resilient, Adaptive Networks (BP...		Instructor-Led (ILT)	01/05/2010	01/08/2010	Tuesday - Friday	PL-USA-CA-Sacramento		English	3200.00 USD	Register Add to Plan

Step 4: Confirm your registration.

1. You will receive a registration confirmation from the training center.
2. Prices are set and collected by the training center.
3. Always confirm the price and currency.
4. If a course is full you may be given the option to 'Waitlist'.
5. Confirm that the registration appears on your dashboard and calendar.



Step 5: Completion certificates

1. At the end of your class, complete and submit the MTM survey form.
2. You will receive an email prompt to enter your name and access to your print-ready course completion certificate.

Step 6: Your transcript

1. Allow up to two weeks for course completions to appear in your Transcript in The Learning Center.

