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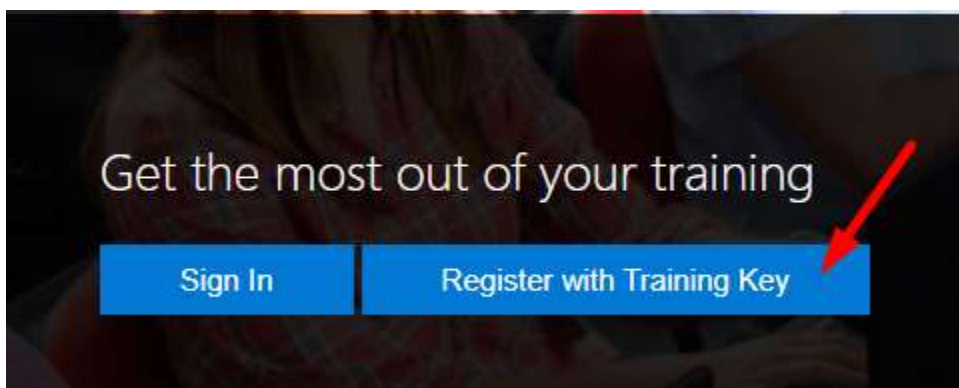
1. Logging in for the first time.
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1. Logging in for the first time.

The students will require the training key to access the labs for the first time but will not require it for subsequent logins.

It is the instructor's responsibility to send the **Training key** and **link** to students in order for them to login.

- The Training Key can be found in the email notification with subject line: 'Microsoft Future Skills Initiative Program: Class Scheduled.'
- The Training Key can also be found under the specific class labeled 'Event Training Key.'
- Students will go to msle.learnondemand.net.
- Then choose 'Register with Training Key'

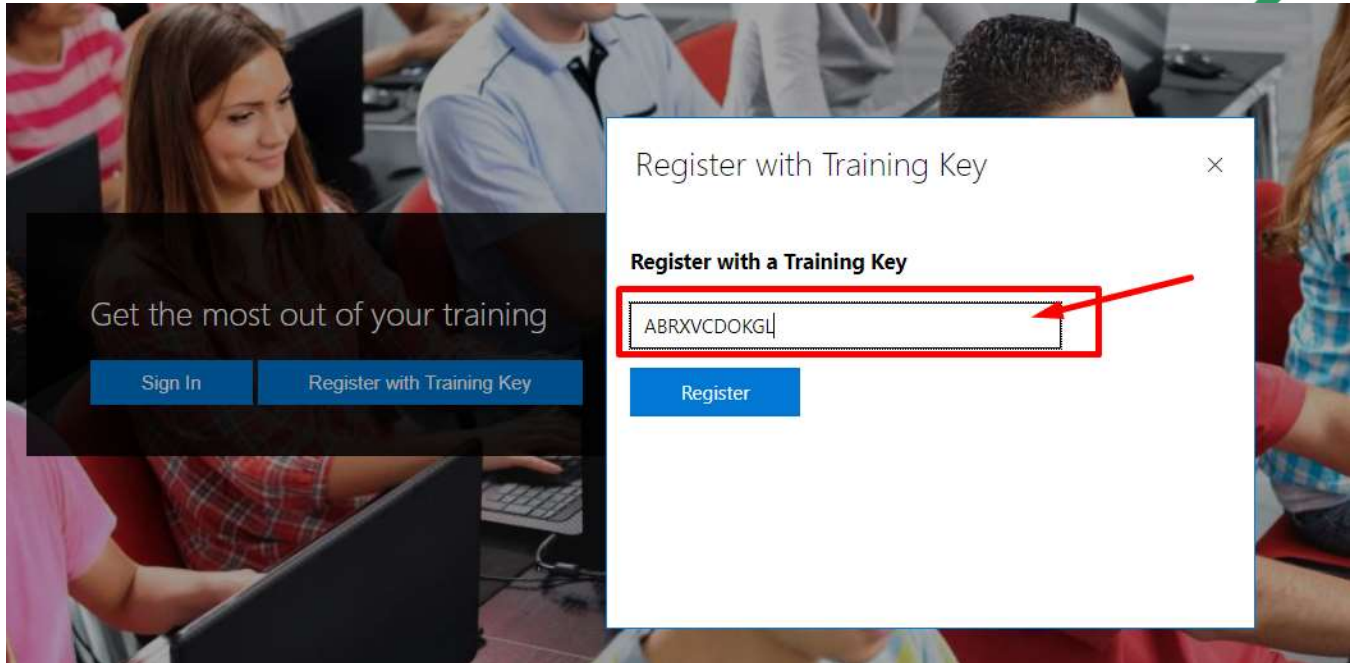


How do students access labs?

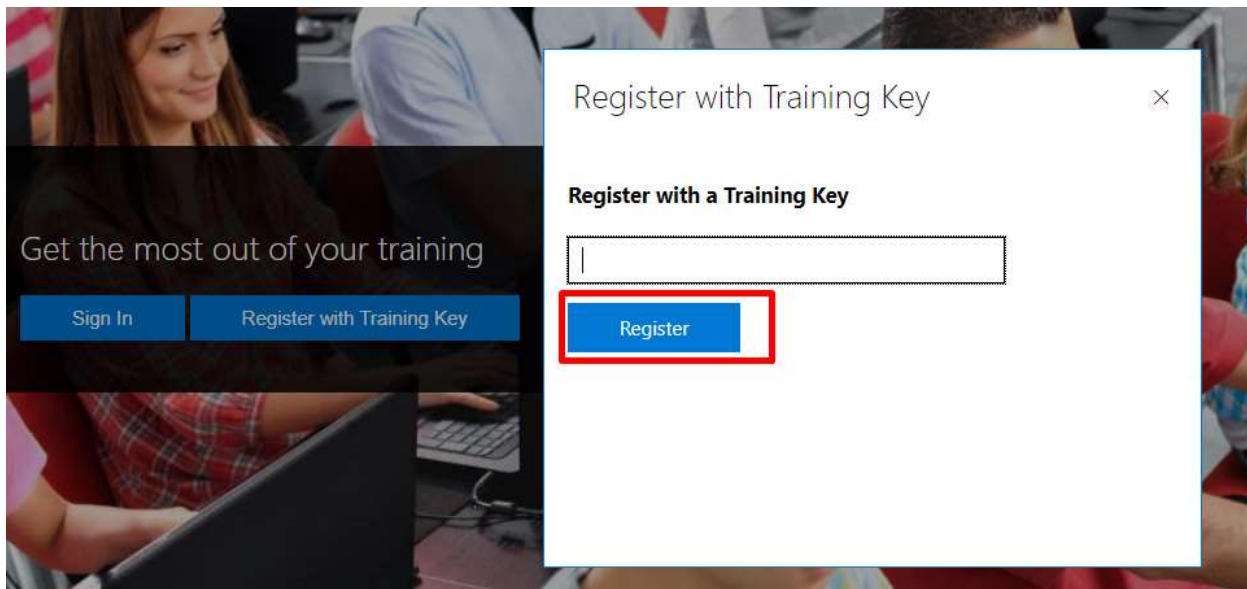
Last updated 2.22.23

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- A separate box will pop up and this is where the Training key must be placed:



- Click 'Register'



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- Fill in First Name, Last Name, Email
- Click Save
- Students will then be directed to the class page where they can find their labs.



Register

First Name:

Last Name:

Primary Email:

Username:

Password: ☐ Show Characters

Confirm Password: Password Policy

Time Zone:

☒ Enable Notifications

Save

- Once logged in a student can click on 'Current Training' in the upper grey bar:

☑ Current Training ☐ Transcript

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- Students will then click on class name.

Transcript Class Enrollments Course Assignments Redeem Training Key			
All times shown in Central Standard Time			
Classes (1)			
Class	Room	When ↑	Status
AZ-104T00-A Microsoft Azure Administrator [No Azure Pass Required]		Sunday, February 26, 2023 7:00 AM - Thursday, March 2, 2023 6:00 AM (Central Standard Time)	Enrolled

- Within 'Get Ready' Software Check grey box – students must click and view the Microsoft End User License Agreement and agree.

Get Ready

Software Check

1. View Courseware Notes

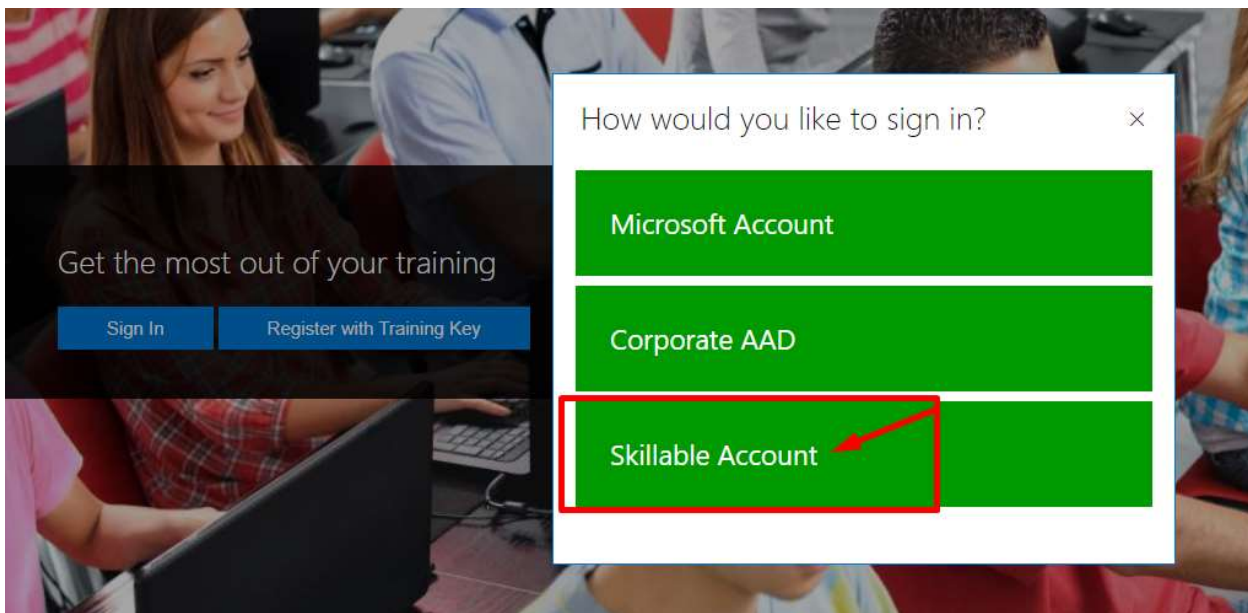
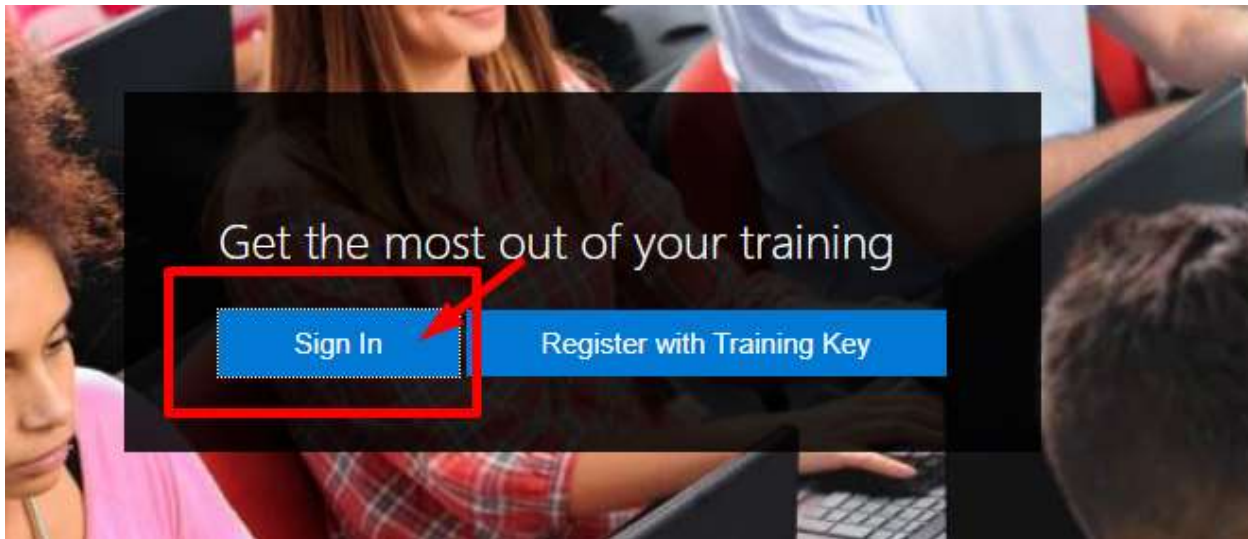
✓ OK

View Courseware Notes

- Students will then scroll down and see the labs that are available for their class.

2. Logging in after account is created:

1. Go to - msle.learnondemand.net
2. Click on 'Sign In':

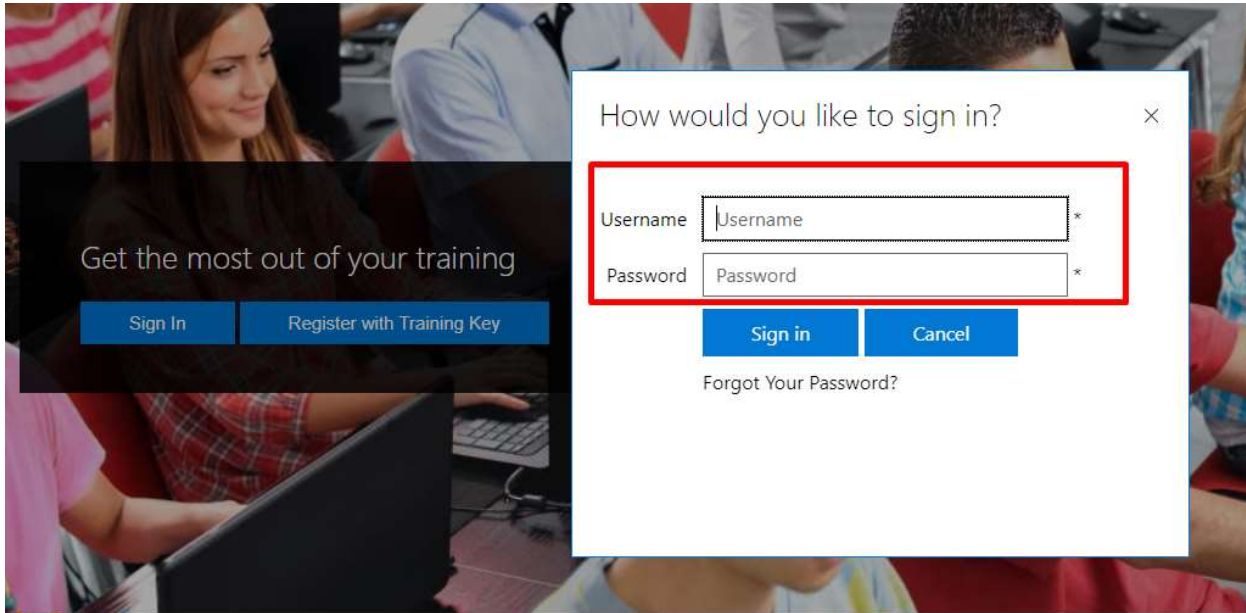


How do students access labs?

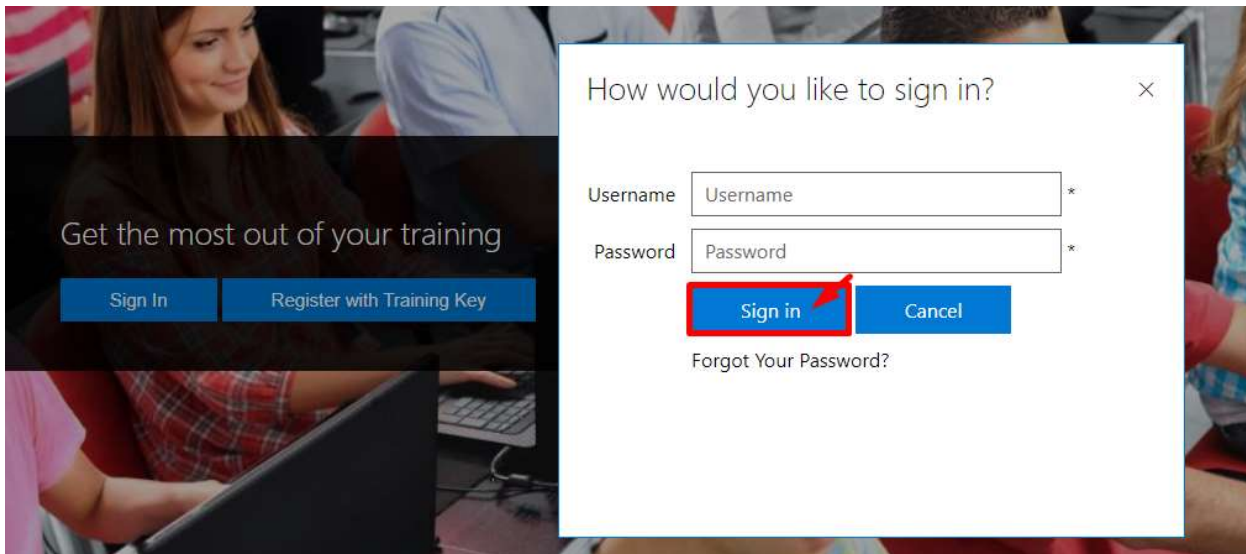
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- Enter Username and password.



- Click 'Sign In'



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- Once signed in click on 'Current Training' in upper grey bar

☑ Current Training 📄 Transcript

- Then click on class name.

📄 Transcript 📅 Class Enrollments ▶ Course Assignments 🔑 Redeem Training Key

All times shown in Central Standard Time

Classes (1)

Class

AZ-104T00-A Microsoft Azure Administrator [No Azure Pass Required]

Room

When ↑

Sunday, February 26, 2023 7:00 AM - Thursday, March 2, 2023 6:00 AM (Central Standard Time)

Status

Enrolled

3. Redeeming a second training key:

- Students will follow login steps as mentioned above.
- Once logged in a student can click on 'Current Training' in the upper grey bar:

☑ Current Training 📄 Transcript

- Then choose 'Redeem Training Key' in upper grey box:

📄 Transcript 📅 Class Enrollments ▶ Course Assignments 🔑 Redeem Training Key

- Here you will add the second Training Key and choose 'Redeem Training Key.'



Redeem Training Key

Training Key:

Redeem Training Key