



OFFICE OF INFORMATION TECHNOLOGY

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Getting Started with Microsoft Learner Experience Portal v07/11/22.1

All State of Alaska employees with @alaska.gov email addresses now have access to the Microsoft Learner Experience Portal (LxP). This portal, also known as Enterprise Skills Initiative (ESI), is available for self-paced or instructor led training and testing. Most of the classes and content are at no cost to State of Alaska staff. Specialized training is available through the portal at a discount.

The intent of the training is to enhance professional development and to close the skills gap necessary for digital transformation.

To help you in this journey, please view these short videos:

- Portal tour, <https://aka.ms/LxPWalkthroughVideo>
- Schedule exam, <https://aka.ms/LxPEXamDiscountVideo>

Sign In:

- Go to <https://esi.microsoft.com/> and sign in with your State of Alaska email address and password (@alaska.gov)


- Select a language, location, Time Zone (AK) and role to customize recommended classes and times.
- The search results default to classes that are being offered in the Pacific Time Zone.
- Other classes are also available in other Time Zones.


Enter your work email


Next


Welcome **Smith!**

Please update your learning preferences: as some options may have changed since your previous selection.

Language  Select a preferred Language *

Location  Select your time zone *

Role  Select a learning role *

Your Learning Data  Microsoft has a variety of learning experiences which will track your learning activity under the organizational account (vijay.smith@alaska.gov) you've provided. By using your organizational account, you **understand and acknowledge** that your email address as well as past and new learning and certification information will be shared with your organization.

Agree & Continue

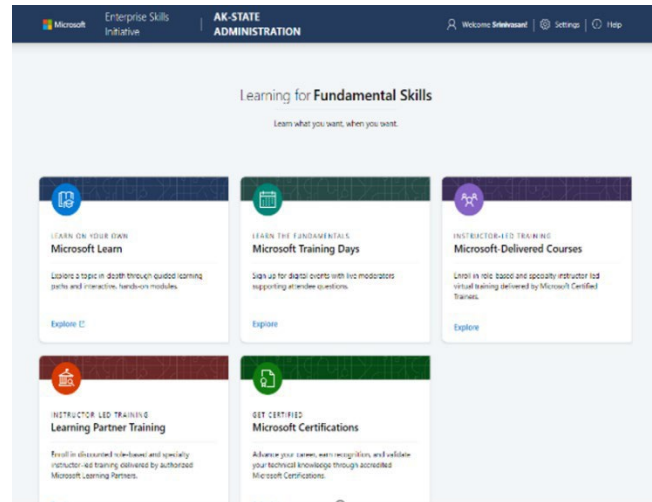


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You are now in the main page to access five category areas for training in Microsoft products.

- **The first three categories are at no cost.** We recommend you peruse these before selecting the fourth category offered through partners.
- The last category is for certification exams only.
- Where needed, request additional information via email by selecting the option and filling out the information required.



The **First Category** is **Microsoft Learn**. These are pre-recorded, self-service classes with no instructor interaction. This section allows employees to learn by exploring the various topics listed. The class size has no capacity limits.

The **Second Category** is **Microsoft Training Days**. This contains on-going training classes scheduled by Microsoft for users. These classes are pre-recorded with live moderators who respond to questions. The class capacity is 2,000 seats.

The **Third Category** is **Microsoft-Delivered Courses**. These are live, instructor-led classes with a capacity of 20 students per course. The participants in these classes are diverse and not limited to SOA employees.

The **Fourth Option** is **Learning Partner Training**. These are courses offered by Microsoft's Learning Partners at a discount of \$500 per seat for classes and \$250 per seat for workshops. The participants in these classes are diverse and not limited to SOA employees.

The **Fifth Option** is **Microsoft Certifications**. These are testing services available in a diverse number of areas. Typically, these certifications are valued over \$100 for each test. The State of Alaska has unlimited prep tests and certifications available to employees at no cost. Click on the 'Schedule' button to explore your options.



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General Guidance

- When you set your profile up, you should have picked Alaska as your Time Zone. Please be aware of the following while searching for classes under **Microsoft Training Days** or **Microsoft-Delivered Courses**, be aware that:
 - Not many classes are scheduled in AK Time Zone. The search filters will display any class being offered in your Time Zone (AK) and Pacific Time Zone by default.
 - You may select additional Time Zones on the drop-down list (filter is on the left) to display additional classes offered in any of the Time Zones (or other) that you may want to enroll in.
 - Classes will be displayed by date including times and Time Zones.
 - **Please note the time your class begins at and schedule it on your calendars at the appropriate Alaska Time.** Do remember to join the class at the appointed time, regardless of the Time Zone you are in.
- Select the appropriate roles, categories and Time Zones (multiple filter selections are permissible) to display your available options. The results are driven by the filters you set.
- Seat reservation should be accompanied by the ability to attend the full training, participate, and to acknowledge prerequisites.
- **Please consult with your supervisor and obtain approval prior to taking any of these classes during work hours.**
- **Please cancel** your enrollment in the class if at any time after you have enrolled, you are unable to attend. The enrollment confirmation email you received will have a link to do this. **Timely Cancellation** allows another student to take your place in the class.
- **No Show Policy-** Learners are allowed a maximum of 3 no-shows within 180-day period. After the 3rd no-show, learners will be asked to pay a refundable deposit to hold their reservation. This policy applies to both classes and examinations.
- Partner Training (red tile) classes are available at a discounted cost borne by your department. Please contact OIT Portfolio, Planning & Policy (P3) Group through your Department Technology Officer (DTO) for information on how to enroll in these, after your supervisor's approval. Please check for availability.
- All classes have a pre-determined capacity. If you don't receive a confirmation that you are enrolled in the class, select another alternative time.
- Microsoft Azure test certifications are available to the SOA users free of cost until June 30, 2023. Please check for availability.
- SOA employees without an @alaska.gov email address please contact DOAOITP3@alaska.gov regarding access options.
- Please contact OIT Support through the [AlaskaNow Portal](#) for help with any issues (logging in, etc.).