



Move your learning history to a new partner employer

Resources

October 2010

For employees of HP channel partners.

Does not apply to HP employees or customers.

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[HP ExpertONE](#)

Need help using or accessing The Learning Center?

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

Changing employers?

If you have a learning or certification history in The Learning Center and have changed partner employers you should update your profile and associate your achievements with your new employer.

Steps to move your history.

- 1. Obtain your former and new partner Location ID from your employer PPA** (Partner Portal Administrator).
- 2. New portal account.** Access your regional partner portal login page. Click 'Apply for new account'.
- 3. Select No or Option B.**
- 4. Complete the registration form.** Enter your former and new email address. Include your former and new partner employer information and Location IDs. Select the best method for HP to contact you. Click 'Submit'. Allow three (3) business days for activation.
- 5. Confirm your history.** Login to your regional partner portal. Click the 'Train & certify' link. Click 'Access The Learning Center'. Click the 'My Learning' tab. Click 'My Transcript'. If your history is incomplete, contact your regional [program office](#).

Q&A

Q. Who is my PPA?

A. A PPA (partner portal administrator) role is an employee of a partner company who has access privileges to change your status in the partner portal. If you do not know how to contact your PPA, contact your manager or HP account manager.

Q. Can I use the same password?

A. Use your new email address for your User ID. You can use the same password.

Q. How long will it take to setup the new account?

A. Allow three (3) business days for portal access activation.