

The Learning Center -- Quick tips

September 2010



The Learning Center

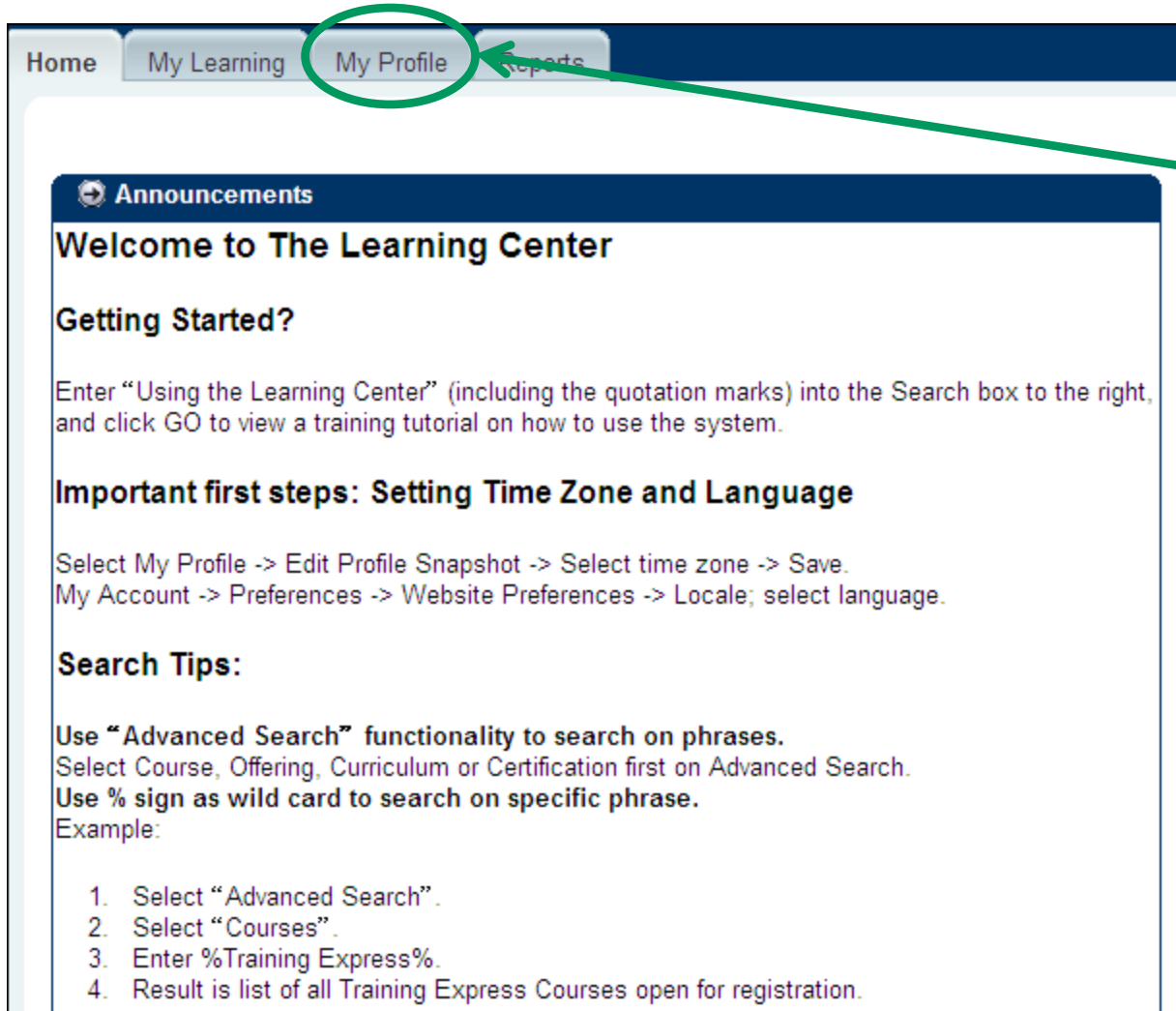
Key terms

TERMS	DESCRIPTIONS
Course	Generic term for a training or exam
Offering	A specific instance of a training or exam
Curriculum	Collection of courses, organized in a specific order
Transcript	Listing of accomplishments including completed classes or exams
HP Learner ID	Unique identifier used to track your learning history



Find your HP Learner ID

My Profile



The screenshot shows the HP Learning Center interface. At the top, there is a navigation bar with four tabs: 'Home', 'My Learning', 'My Profile', and 'Supports'. The 'My Profile' tab is circled in green, and a green arrow points from a text box on the right to it. Below the navigation bar, the main content area is titled 'Announcements' and contains the following text:

Welcome to The Learning Center

Getting Started?

Enter "Using the Learning Center" (including the quotation marks) into the Search box to the right, and click GO to view a training tutorial on how to use the system.

Important first steps: Setting Time Zone and Language

Select My Profile -> Edit Profile Snapshot -> Select time zone -> Save.
My Account -> Preferences -> Website Preferences -> Locale; select language.

Search Tips:

Use "Advanced Search" functionality to search on phrases.
Select Course, Offering, Curriculum or Certification first on Advanced Search.
Use % sign as wild card to search on specific phrase.
Example:

1. Select "Advanced Search".
2. Select "Courses".
3. Enter %Training Express%.
4. Result is list of all Training Express Courses open for registration.

Click
"My Profile"
tab

Find your HP Learner ID

My Profile

[Edit Profile Snapshot](#)

[Personal Objective](#)

John Smith
Organization: PartnerPro SRV US-Dummy Company

(GMT-05:00) Eastern Time (US & Canada)

Office Phone: +1 555 555 5555
john.smith@dummycompany.com
HP Learner ID: PL12345678
Manager.

Home Domain: PPro Global
Profile Status: Complete Current

Personal Contact Information

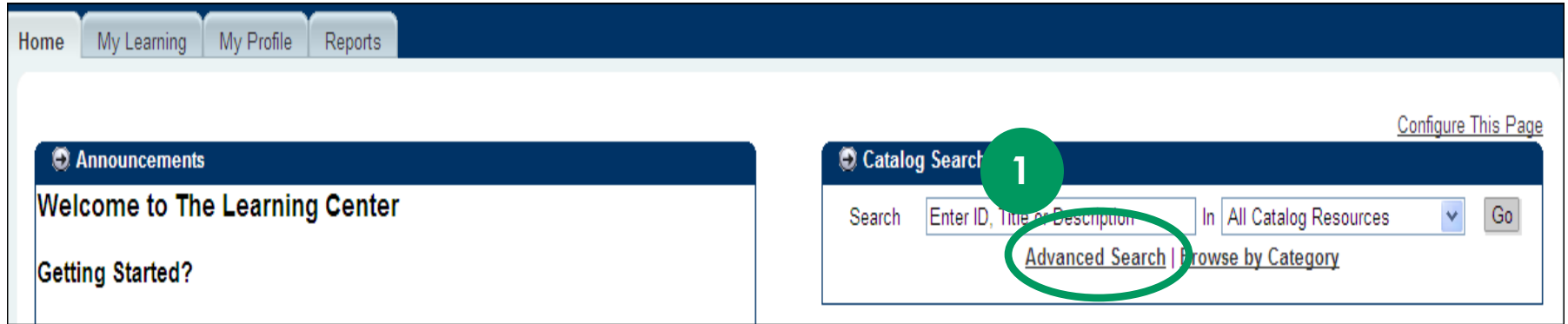
Other Information

HP Passport Profile ID	*****	Customer ID (CID)	*****
ESF Access Enabled	*****	Training Partner Status	
Instructor's HP Contact	*****	HP Partner Location ID	98765432
HP Instructor Owning Organization		CID Status	*****

Here is your
HP Learner ID

Search Tips: Advanced Search

Use to search by Number or Name



The screenshot shows the top navigation bar with links for Home, My Learning, My Profile, and Reports. Below this, there are two main sections. The left section is titled 'Announcements' and contains the text 'Welcome to The Learning Center' and 'Getting Started?'. The right section is titled 'Catalog Search' and contains a search form. The search form has a text input field with the placeholder 'Enter ID, Title or Description', a dropdown menu set to 'All Catalog Resources', and a 'Go' button. Below the search form, there are two links: 'Advanced Search' and 'Browse by Category'. A green circle with the number '1' is placed over the 'Advanced Search' link, and a green oval highlights the link text.

Step 1: Click "Advanced Search" from home page

Search Tips: Advanced Search

Use to search by Number or Name

Find Knowledge Resources - Advanced Search

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Courses	Files	Communities
Offerings	Centra Recordings	Wikis
Certifications	Websites	Discussions
Curricula	Experts	Q&A
Packages		

Simple Search | [Configure](#)

Location	<input type="text"/>	Keyword	<input type="text"/>
Delivery Type	All	Start Date >=	10/22/2009
Language	-Select One-	End Date <=	
Category	<input type="text"/>	Facility	<input type="text"/>
Competency	<input type="text"/>	Currency	US Dollars
3 Course or Offering ID	<input type="text"/>	Field of	<input type="text"/>
Country	<input type="text"/>	State/Province	<input type="text"/>
City	<input type="text"/>	Title	%Selling HP Enterprise%

Save Search Query Search Learning Catalog

Step 2: Click the item you are looking for – Course, Offering, Certification or Curricula

Note: System default is "Offerings".

Step 3: Enter either: course number in "Course or Offering ID" - or - course name in "Title"

The percentage marks (%) act as the wild-card marker and ensure the Advanced Search is performed on the exact phrase, much like a Google search.



Search Tips: Advanced Search — Course

Use to search by Number or Name

Find Knowledge Resources - Advanced Search

Courses	Files	Communities
Offerings	Centra Recordings	Wikis
Certifications	Websites	Discussions
Curricula	Experts	Q&A
Packages		

Simple Search | [Configure](#)

Title	<input type="text" value="%HP BladeSystem%"/>	Keywords	<input type="text"/>
Available From >=	<input type="text"/>	Disc From >=	<input type="text"/>
Category	<input type="text"/>	Competencies	<input type="text"/>
Version	<input type="text"/>	ID	<input type="text" value="HP0-064"/>
Field of Study	<input type="text"/>		

Step 3: Enter either:
course name in
"Title" - or - course
number in "ID"

View your course enrollments

My Enrollments

The screenshot shows the HP Learning Center interface. At the top, there are navigation links for 'My Calendar', 'My Account', and 'Log Out'. Below this is a dark blue header with the HP logo and a navigation menu containing 'Home', 'My Learning', 'My Profile', and 'Reports'. The 'My Learning' tab is highlighted with a green circle and the number '1'. A dropdown menu is open under 'My Learning', with 'My Enrollments' selected and highlighted with a green circle and the number '2'. The main content area is titled 'My Enrollments' and includes a dropdown menu set to 'All' and a 'Modify Table' link. Below this is a table with the following data:

Title	Delivery Type	Facility	Attempts on Content	Status	Actions
Commercial SMB Sales Essentials - Rev 8.21	Web Based (Self-Paced)			Confirmed	View Progress
Commercial SMB Sales Essentials - Rev 8.41	Web Based (Self-Paced)			Confirmed	View Progress
Developing a Profitable SMB Strategy	Web Based (Self-Paced)			Confirmed	View Progress
Developing a Profitable SMB Strategy	Web Based (Self-Paced)			Confirmed	View Progress
Exam HP0-841 Designing and Implementing HP SAN Sol...	Exam/Test (On Demand)			Confirmed	View Progress
Exam HP0-J18	Exam/Test (On Demand)			Confirmed	View Progress Drop

A large green bracket on the left side of the table is labeled with the number '3', indicating the list of currently enrolled courses or exams.

1. Click "My Learning" tab
2. Click "My Enrollments"
3. Review your list of currently enrolled courses or exams

View your transcript

My Transcript

The screenshot shows the HP Learning Center interface. At the top, there are navigation links for 'My Calendar', 'My Account', and 'Log Out'. Below this is a main navigation bar with 'Home', 'My Learning', 'My Profile', and 'Reports'. The 'My Learning' tab is circled in green and labeled with a '1'. On the left, a sidebar menu lists 'My Learning' (with sub-items: My Enrollments, My Curricula, My Certifications, My Transcript, Knowledge Center, Continuing Education, My Recommendations, Order History), 'My Transcript' is circled in green and labeled with a '2'. The main content area is titled 'My Transcript' and contains a message: 'View your active transcripts. For more courses, [see recommendations.](#)' Below this are two tabs: 'Active' and 'Deleted'. A search filter section is circled in green and labeled with a '3', containing 'Completion Date after' (set to 01/07/2009) and 'Completion Date before' (set to 04/07/2009), with a 'Search' button. Below the search section is a table titled 'Transcripts' with columns: Title, Version, Delivery, Registration Date, Completion Status, and Date Marked Complete. The table lists three transcripts. A bracket on the left side of the table is labeled with a '4'.

Title	Version	Delivery	Registration Date	Completion Status	Date Marked Complete
Advanced HP Remote Graphics Software (RGS)		Web Based (Self-Paced)	03/17/2009	Unsuccessful	03/19/2009
Blade Builder University 1		Web Based (Self-Paced)	03/23/2009	Successful	03/23/2009
Commercial SMB Sales Essentials		Web Based (Self-Paced)	01/25/2009	Successful	01/25/2009

1. Click "My Learning" tab
2. Click "My Transcript"
3. To view complete transcript, set "Completion Date after" to 1990.
4. Review list of course and exam completions

Trained to win. Skilled to lead.

