



# OFFICE OF INFORMATION TECHNOLOGY

One government, empowered by innovative technical collaboration

## Getting Started with Microsoft Learner Experience Portal v08/13/24.1

All State of Alaska employees with [@alaska.gov](mailto:@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)

Enter your work email

Next

- 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.

Welcome **Smith!**

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

Language Select a preferred Language \*  
English

Location Select your time zone \*  
Select an option

Role Select a learning role \*  
Fundamental Skills

Your Learning Data Microsoft has a variety of learning experiences which will track your learning activity under the organizational account (nel.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

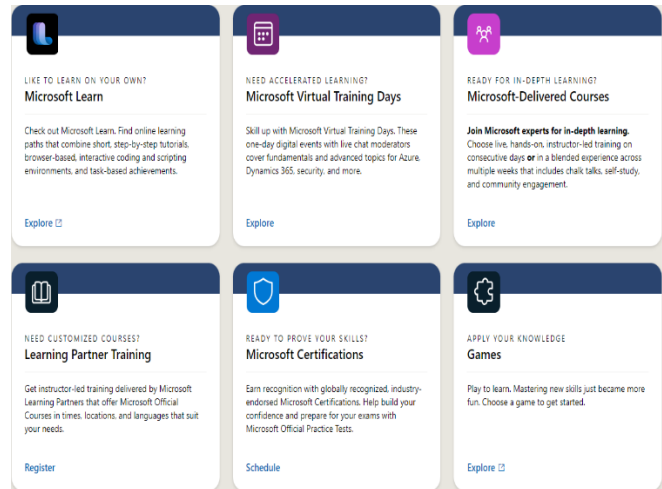


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You are now in the main page to access five category areas for training in Microsoft products.

- **The first three categories are at no cost.** We recommend you peruse these before selecting the fourth category offered through partners.
- The fifth 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**. Check out Microsoft Learn. Find online learning paths that combine short, step-by-step tutorials, browser-based, interactive coding and scripting environments, and task-based achievements.

The **Second Category** is **Microsoft Virtual Training Days**. Skill up with Microsoft Virtual Training Days. These one-day digital events with live chat moderators cover fundamentals and advanced topics for Azure, Dynamics 365, security, and more.

The **Third Category** is **Microsoft-Delivered Courses**. Choose live, hands-on, instructor-led training on consecutive days **or** in a blended experience across multiple weeks that includes chalk talks, self-study, and community engagement.

The **Fourth Option** is **Learning Partner Training**. Get instructor-led training delivered by Microsoft Learning Partners that offer Microsoft Official Courses in times, locations, and languages that suit your needs.

The **Fifth Option** is **Microsoft Certifications**. Earn recognition with globally recognized, industry-endorsed Microsoft Certifications. Help build your confidence and prepare for your exams with Microsoft Official Practice Tests. Effective March 1, 2023, the provider of Microsoft Certification exams will **charge you a fee upon exam registration equal to 50 percent of the exam provider's applicable price for non-ESI test-takers**. The price for each exam may vary by country or region. For details regarding such payments, refer to the exam provider's terms and conditions or contact the exam provider.

The **Sixth Option** is **Games**. Play to learn. Mastering new skills just became more fun. Choose a game to get started.



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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-** Effective July 1, 2022, learners who do not attend the Microsoft-delivered courses for which they registered could be restricted from enrolling in future courses. This policy applies to both classes and examinations.
- Partner Training classes are available at a discounted cost borne by your department. Please contact OIT Strategy & Agency Services 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.
- Please contact OIT Support through the [AlaskaNow Portal](#) for help with any issues (logging in, etc.).