Hewlett Packard Enterprise

Training Registration Guide

INTRO

Thank you for choosing to take training with HPE Aruba Networking Education Services! This guide outlines the steps to register on our Learning Management System (LMS). Click here to get started.

IMPORTANT: All learners must provide an HPE Learner ID to earn credit for attending Aruba training. Partners should create a learner ID at the Partner Ready Portal. Other learners may visit our HPE Certification Getting Started page. To find an existing profile, visit The Learning Center and view your profile.

ADDITIONAL SUPPORT

Global Support Team:
Arubatraining@hpe.com

Certification & Resources:
Arubanetworks.com/Certification

Aruba Airheads Learning Community:
Community.Arubanetworks.Com/Community-Learning

WHAT'S INSIDE
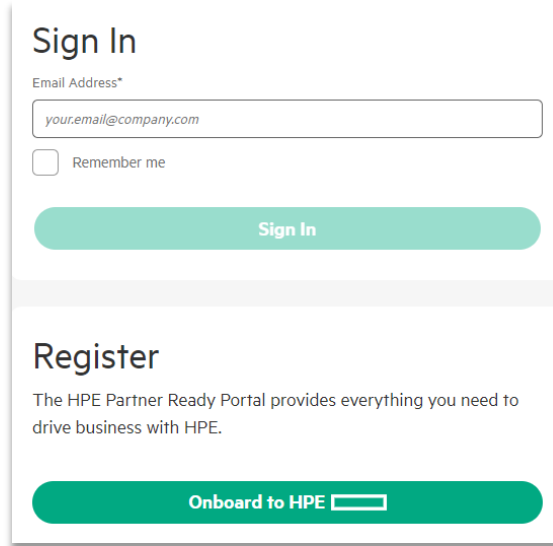
CREATE AN ACCOUNT OR LOGIN

IMPORTANT: Use your own individual email address. Do not use a shared email address to create your account. Shared addresses will not be accepted by the HPE Authentication system.
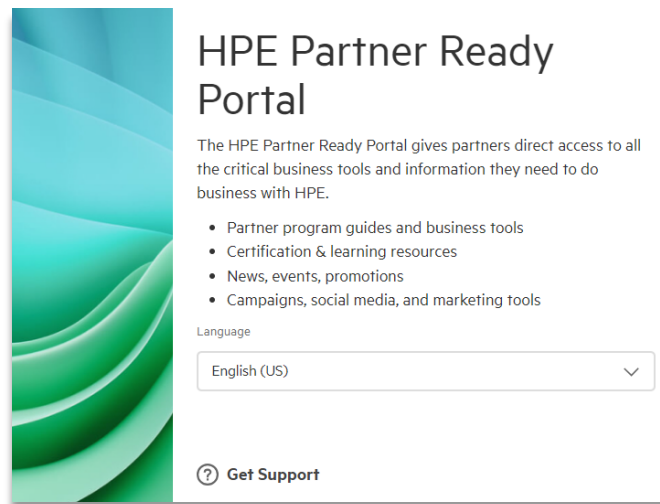
PARTNER (RESELLERS) LOGIN

- Login via the Aruba Partner Portal.

PARTNER LOGIN ISSUES

- For assistance with use the "Get Support" button.

HOW TO ACCESS THE AES LMS TOOL

- Access the Tools catalog from the main menu.
- Type in the tool name into the search bar (HPE Aruba Networking Education Services).
- Click the View tool button to pop out to the application. This tool can be pinned for future access.
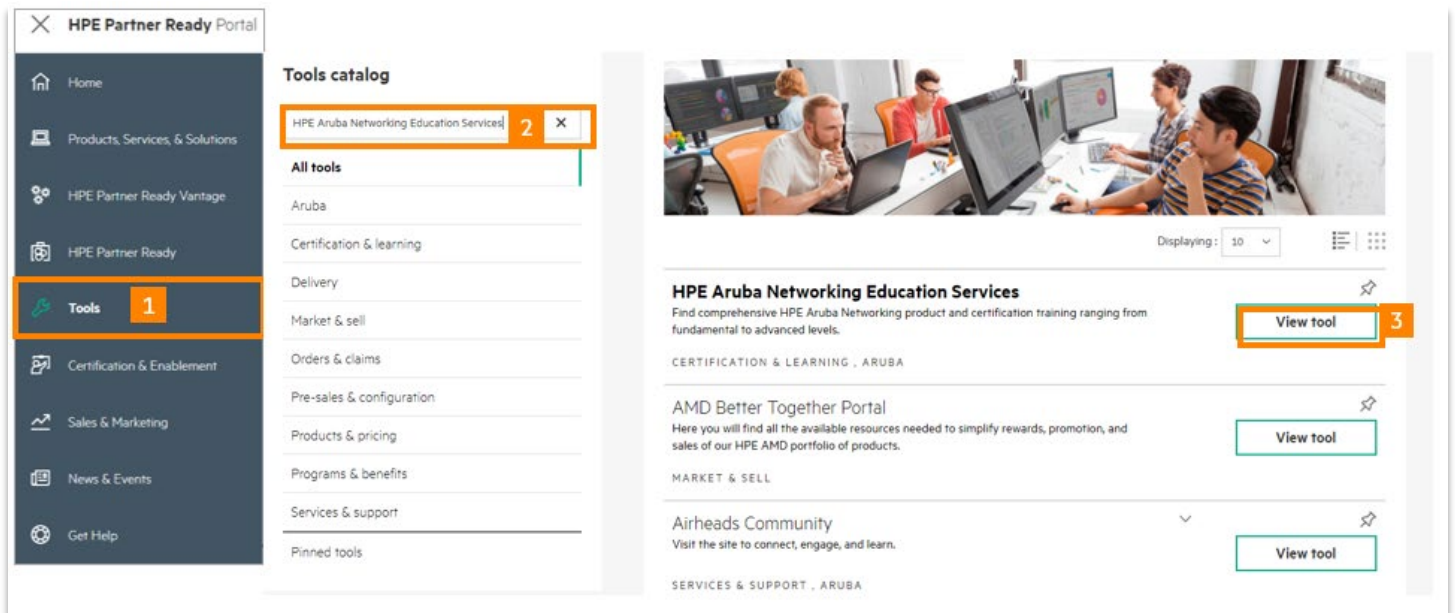
NEW CUSTOMER (NON-RESELLER, NON-EMPLOYEE):

- Begin by clicking Login/Register
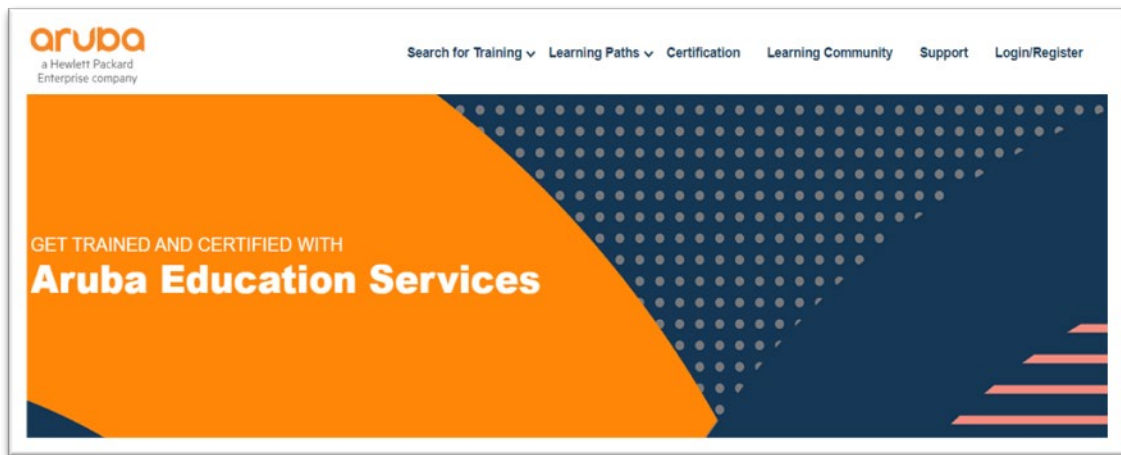
- Enter your credentials, after authentication is achieved you may search for available trainings.

- New Users, click "Sign up" and fill in form with your information. You will receive an activation email titled "Action Required: Activate your HPE Sign-In Account" with a link to activate your HPE account.
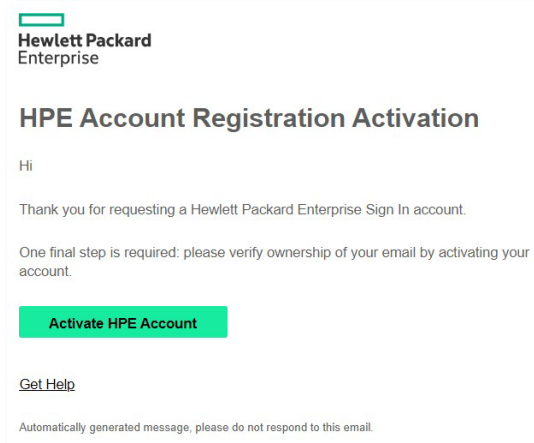
CUSTOMER LOGIN ISSUES

- For assistance with Customer Login visit the Sign-In Support page.

HPE EMPLOYEE LOGIN

- Login with your employee SSO credentials.

SEARCHING FOR TRAINING

- Use the search page to search for training by course name, location, or date. You do not need to search all criteria, leave blank criteria for broader search results.
- Use Learning Paths to view courses based on technology category.

- Use the catalog page to view a list of all courses in alphabetical order. Click schedules to view all schedules for that course and register.

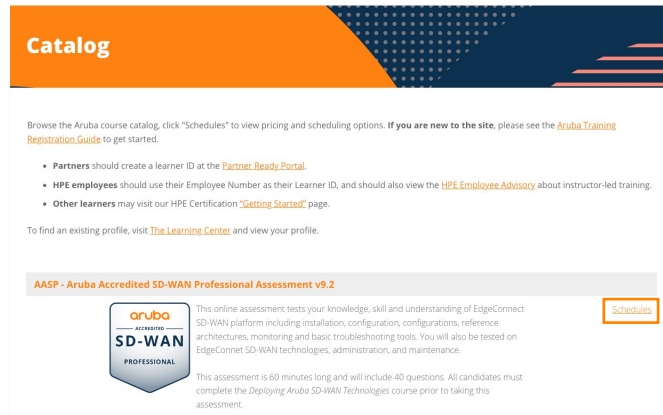- Use the learning paths to find courses by category. Course links will show you the available eLearning and/or schedule for instructor-led classes.

REGISTER

- Note the course delivery format, location, time zone and if the course is waitlisted i.e., the below picture.

- Once you have located the course you want to register for, click "Add to Cart" or "Register". If this button reads "Register" you will be rerouted to an ATC (Authorized Training Center) webpage to complete your transaction. Your instructions end here.

- If the button reads "Add to Cart" proceed by clicking the image of the shopping cart, then Checkout.
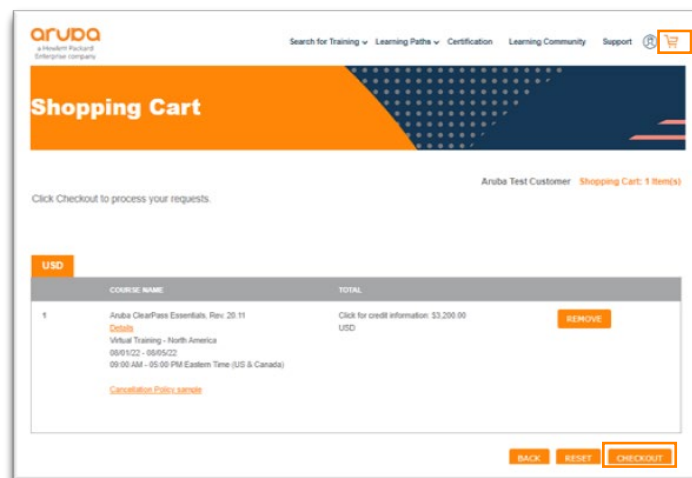
- Checkout: Fill out your contact information, then click continue to proceed to billing.

BILLING

- There are four payment methods: Credit card, Aruba training credits, Partner training vouchers, and HPE employee registration.

  CREDIT CARD: Scroll down and click "Finish" to be redirected to our PayPal portal. Special characters for your surname and billing address are not acceptable.

  ARUBA TRAINING CREDITS (SKU: H1EJ9E): Enter the HPE Order Number for your training credits in the "Payment Reference" field.

  PARTNER CHANNEL VOUCHERS: Enter your voucher code in the "Credit Key" field.

  HPE EMPLOYEE REGISTRATION: Login with HPE Employee SSO. Select bubble for "Free for employees", select "Add to Cart", and proceed with checkout.

REGISTRATION COMPLETE

- Immediately after registration you will receive an acknowledgement email from arubatraining@hpe.com.

- Once your payment is confirmed and/or the class is confirmed to run you will receive a confirmation email. Courses including self-directed labs will receive a separate email with instructions to access materials.

  IN PERSON CLASSES: Confirmation email including the course location details, times, and what to bring. Courseware will be provided on the first day of class.

  VIRTUAL CLASSES: Confirmation email including course times, and a link to check browser requirements for the virtual lab. The week before your class begins you will receive the OnSecure courseware and Zoom invitation. Lab guides are provided by instructors at the beginning of each class.

  SELF-PACED ELEARNING: Confirmation email including link to view your registration, login to your profile to access eLearning. Once logged in, click the profile icon to view your registrations and launch eLearning. Courses including self-directed labs will receive a separate email with instructions to access materials.