



# 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](mailto:Arubatraining@hpe.com)

Certification & Resources:  
[Arubanetworks.com/Certification](http://Arubanetworks.com/Certification)

Aruba Airheads Learning Community:  
[Community.Arubanetworks.Com/Community-Learning](http://Community.Arubanetworks.Com/Community-Learning)

## WHAT'S INSIDE

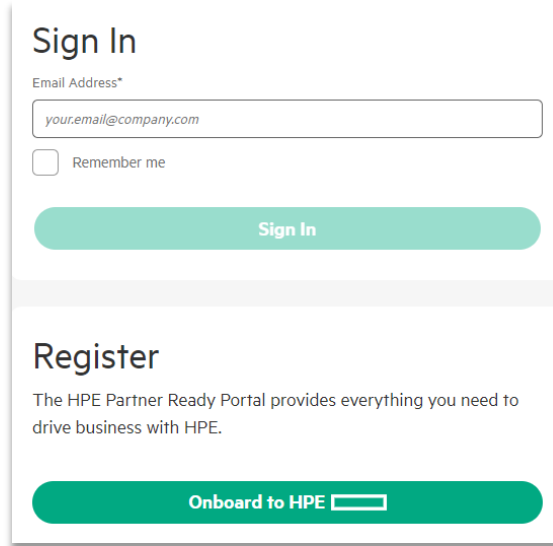
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## CREATE AN ACCOUNT OR LOGIN

**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

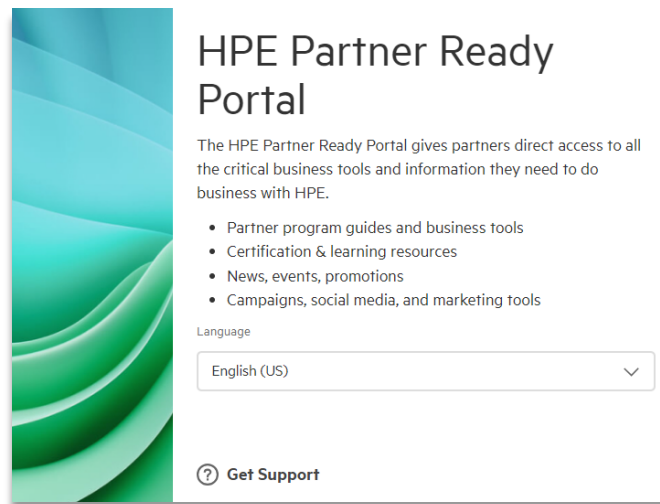
- Login via the [Aruba Partner Portal](#).



The screenshot shows a web interface with two main sections. The top section is titled "Sign In" and contains a form with the following elements: a label "Email Address\*", a text input field containing "your.email@company.com", a checkbox labeled "Remember me", and a green "Sign In" button. The bottom section is titled "Register" and contains the text "The HPE Partner Ready Portal provides everything you need to drive business with HPE." and a green "Onboard to HPE" button with a right-pointing arrow.

### PARTNER LOGIN ISSUES

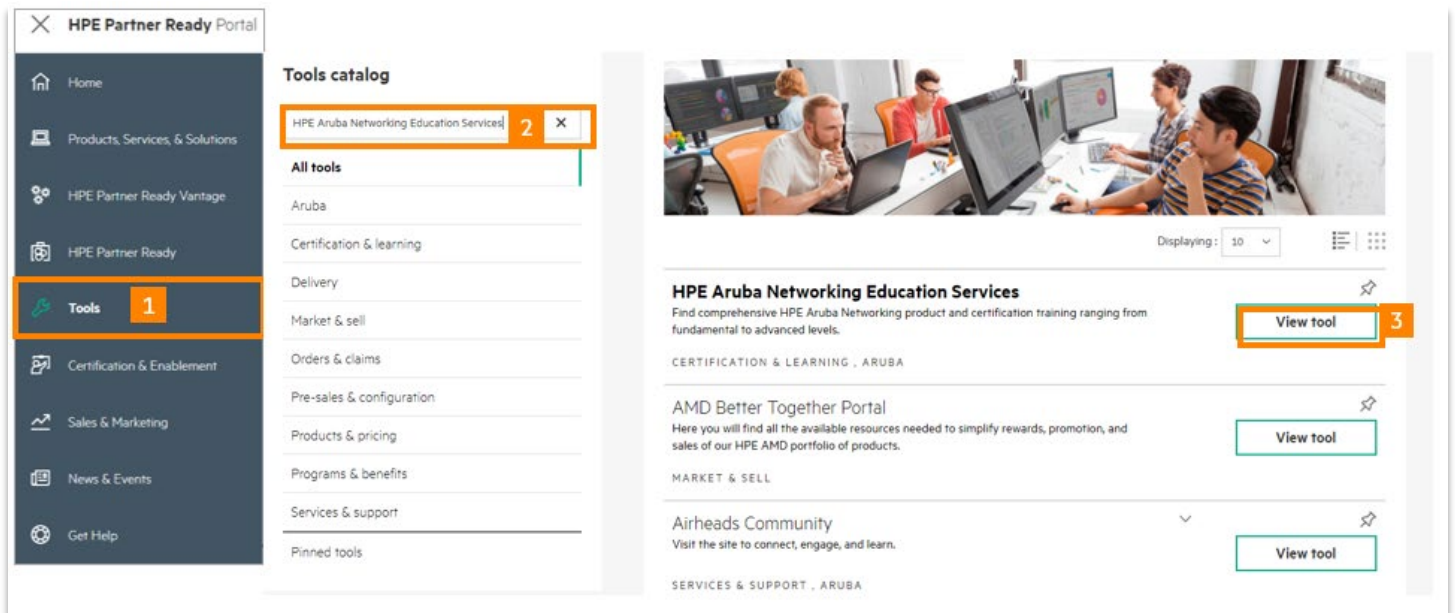
- For assistance with use the "Get Support" button.



The screenshot shows the landing page for the HPE Partner Ready Portal. On the left is a decorative graphic with green and blue wavy lines. The main content area has the title "HPE Partner Ready Portal" and a sub-header "The HPE Partner Ready Portal gives partners direct access to all the critical business tools and information they need to do business with HPE." Below this is a bulleted list of features: "Partner program guides and business tools", "Certification & learning resources", "News, events, promotions", and "Campaigns, social media, and marketing tools". At the bottom left, there is a "Language" dropdown menu currently set to "English (US)". At the bottom right, there is a "Get Support" button with a question mark icon.

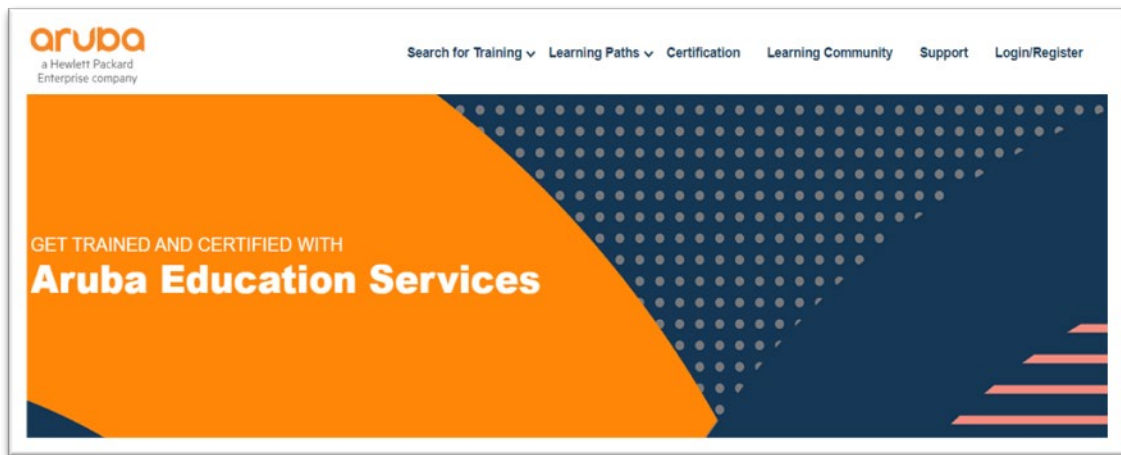
### HOW TO ACCESS THE AES LMS TOOL

- 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):

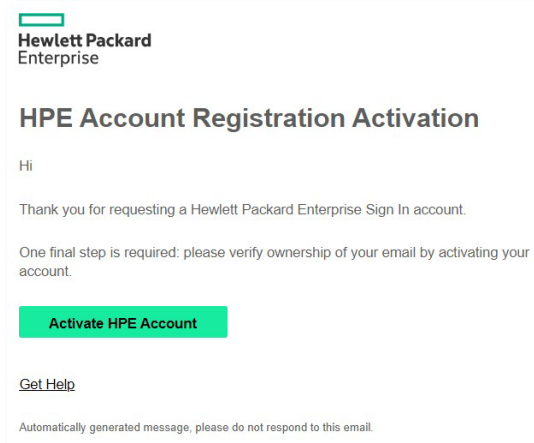
- Begin by clicking Login/Register



- 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

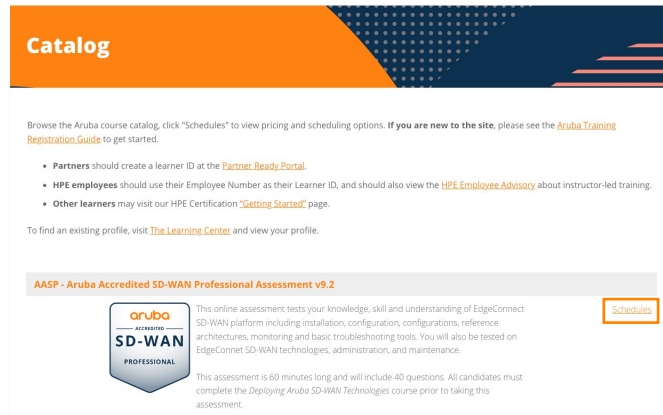
- Login with your employee SSO credentials.

### 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.

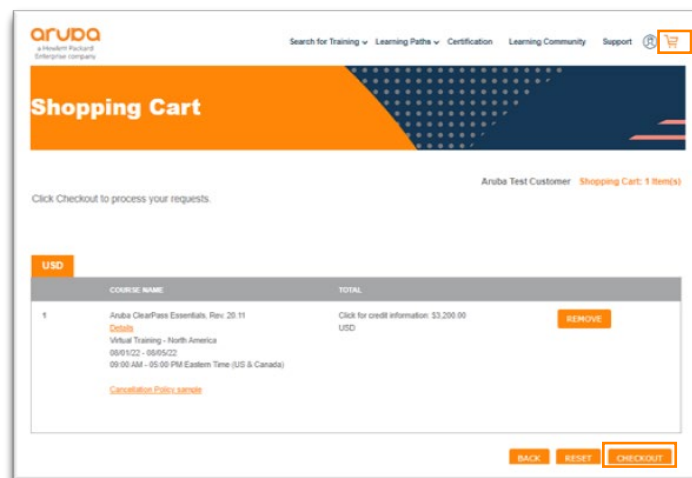
## REGISTER

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

Course Type: vILT  
 12/04/23 - 12/08/23  
 09:00 AM Canberra, Melbourne, Sydney  
[Spectrotech \(ATC\) Details](#) **REGISTER**

Course Type: vILT  
 11/13/23 - 11/17/23  
 09:00 AM - 05:00 PM Eastern Time (US & Canada) [Click for credit information: \\$4,000.00 USD \(US\)](#)  
Waiting List -1 **ADD TO CART**  
[Virtual Training - North America Details](#)

- 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.

