

EducateDell DSP Training

Step by Step Instructions for External Users

EducateDell: DSP Training Objectives



After completing this module you will be able to:

- Complete the EducateDell Log In Process
- Retrieve or Change your Password
- View and Edit your Profile
- Search for Reference Material
- Add a Certification (Take a Certification)
- View Completed Certifications
- View Completed Courses
- Overview of Learning Materials (outside of a Certification)
- View the Certification Matrix
- Support for EducateDell
- Glossary

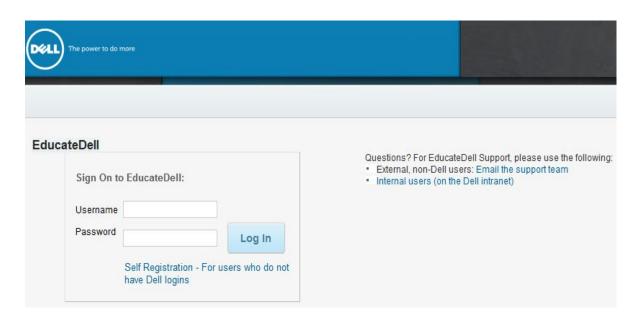
Log In for DTT-Migrated User



For a learner whose account has been migrated from DTT:

- 1. Go to https://educate.dell.com/Saba/Web/Field
- 2. Enter the same Username that you used to access DTT
- 3. First time log in Default Password is: Welcome12!

Caution: Do not click on Self Registration. This process will create an Unverified, duplicate account that is unrelated to your DTT-migrated account and historical information.



Log In for New User



For a new user who did not have an account in DTT

Have these requirements ready to complete your Self Registration:

- Get the Security Keyword required by your Organization from your company's Group Administrator for EducateDell.
 - **NOTE:** Without the **Security Keyword**, your account cannot be associated with a valid Organization in EducateDell and will remain Un-verified.
- 2. Username cannot be all-numeric. All-numeric Usernames will be edited to start with DELL. Example: Username 1234 will become DELL1234
- **3. Employee ID** from your company.

Next, go to https://educate.dell.com/Saba/Web/Field and click on **Self Registration**.

d	Sign On to EducateDel	l:
_	Username	
	Password	Log In

Log In for New User

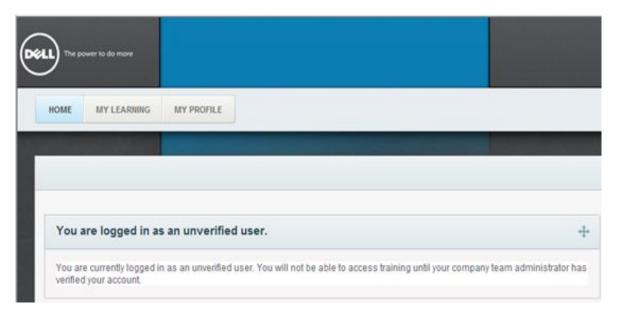


Fill in the **New User Self Registration Form.** Fields with red text are Required.

New User Registration			Username cannot be
Username*			all-numeric. NOTE: All-numeric
Password*		Confirmed Password*	Usernames will have DELL
Secret Question	-Select One- ▼		
Your Answer		Confirm Your Answer	added i.e. DELL1234.
First Name*		Last Name*	Employee ID from your
Middle Name		Employee ID*	Organization.
Security Keyword			•
Location		Q 6	Enter the Security Keyword required
Default Currency*	US Dollars	Q C	by your Organization. Your company's
TimeZone*	(GMT) Greenwich Mean Time : [Oublin, Edinburgh, Lisbon, London 🔻	Group Administrator provides this.
Contact Information			•
Work Phone		Home Phone	NOTE: Without the Security Keyword,
E-mail*			your account will not be associated with
Main Address			•
Address 1			a valid Organization in EducateDell and
Address 2			will remain Un-verified.
Address 3			
City		Location: S	Select the Location nearest to you, or
State/Province			HelpDesk to have a new Location added
Zip/Postal code			-
Country/Region	-Select One- ▼	to the dropd	lown.
		-	

Log In for New User

Your new account will remain in an "Un-Verified" status until your company's **Group Administrator** verifies the account, at which time, you will have full access to the tool.



Important: Do not create multiple individual accounts. Your Certifications will not be carried over. Instead, contact the HelpDesk to have additional Organization (company) information updated to your existing EducateDell account. Inquiries about new account verification, training requirements, and general use of EducateDell may be directed to your company's Group Administrator.

Retrieve or Change your Password



Forgot Your Password?

From the EducateDell Homepage, click on "Forgot your password" to receive an email with a password reset.

Sign On to EducateDell: Username Password	Note: You may also contact the HelpDesk or your Group Administrator for a
Self Registration - For users who do no have Dell logins	Password reset.
Enter	your user name in the field below. Your password will be reset and your new ord sent to the email address specified in your account preferences.
	Send Password Close

Retrieve or Change your Password

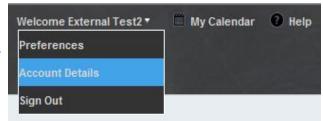


Change Your Password:

After logging in, you can change your own **Password**. In the upper right corner of the screen, go to the **Welcome** dropdown and select **Account Details**.

In the My Account: Account
Details window, enter your
Current Password and then
your New / Confirmed
Password.

Note: If there is an error, pay close attention to the criteria presented, this may be where the problem lies. You may also contact the HelpDesk or your **Group Administrator** for assistance.



My Account: Account Details

You have entered an invalid password. Password must meet the following criteria:

- Must be a minimum of 8 characters in length.
- Must contain at least one upper-case character and one lower-case character.
- Must not include any part of your login ID or name.
- Cannot change more frequently than once in a 1 hour time period.
- Password must contain a minimum of 2 alphabetic characters.
- Password must contain a minimum of 1 numeric characters.
- Password must contain a minimum of 1 special characters.

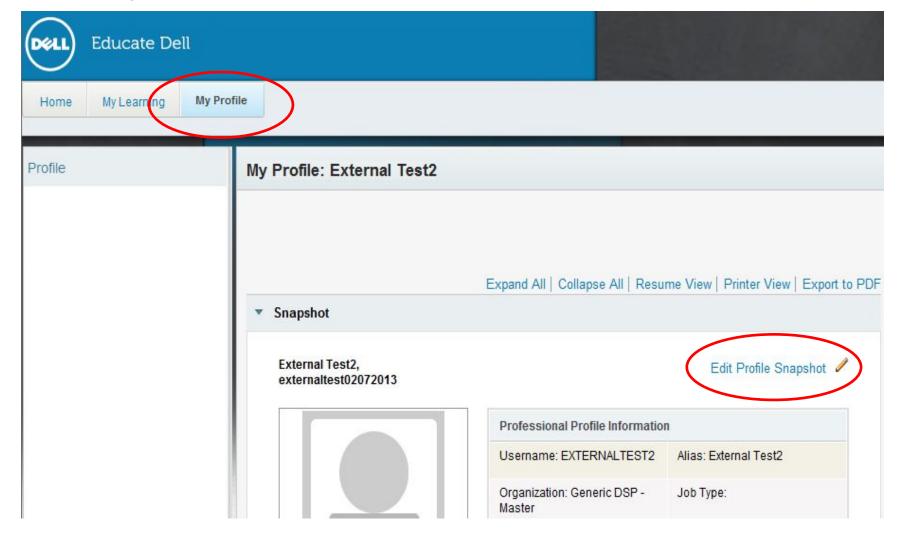
Please type a password which meets these requirements. Change Password:

Current Password*	
New Password*	
Confirm New Password*	

Your Profile

D&LL

To update your Profile information, select the **My Profile** tab on the Homepage and click on the **Edit Profile Snapshot** link.



Your Profile



The fields shown below are available for editing on your Profile.

Region Location Timezone* (GMT) Greenwich Mean Time: Dublin, Edinburgh, Lisbon, London ▼ Email Add Email Email Delete test@test.com

Region: AMERICAS, EUROPE, ASIA PACIFIC, JAPAN

Location: Select the Location nearest to you, or contact the <u>HelpDesk</u> to have a new Location added.

Timezone: Dropdown of available Time zones

Add Email: Email is a required object. You can add an email address and set it to be the Primary. Old email addresses can be deleted.



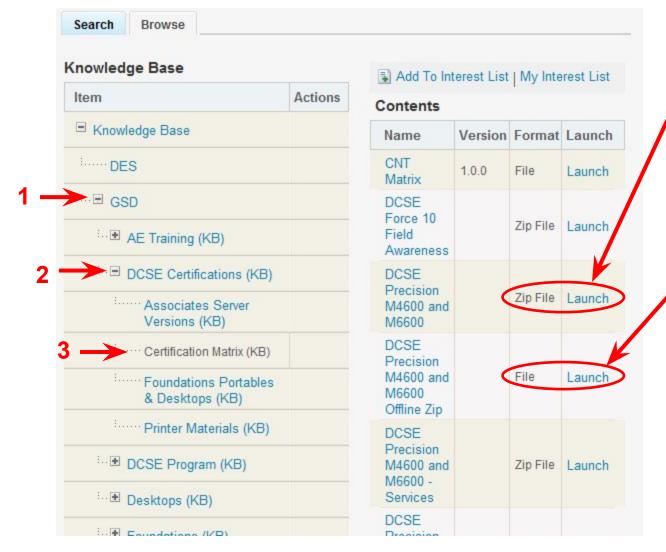
Reference Materials enable quick viewing without a registration.

Note: In order to take a Certification and be in compliance with CnT reporting, there is a separate process to "Add a Certification" and complete the required Learning Assignment, which is the Assessment. Certifications also include Reference Material as an optional Learning Assignment so that you have quick access to the material if needed during the Assessment.

The quickest way to get to **Reference Materials** is to click on the **Reference Materials** link in the Search portlet from the Homepage. This will take you to the **EducateDell Knowledge Base**.





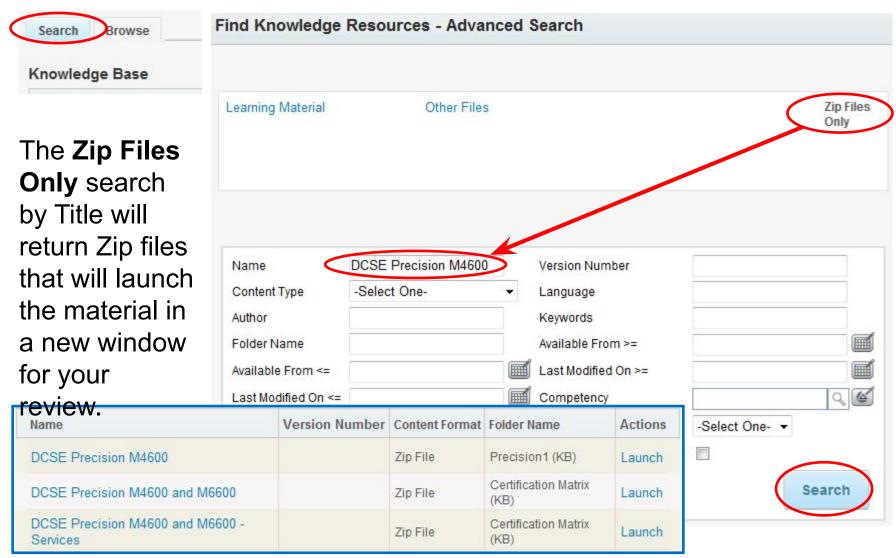


The **Zip File** format **Launch** link will launch the material in a new window for your review.

The **File** format **Launch** link will

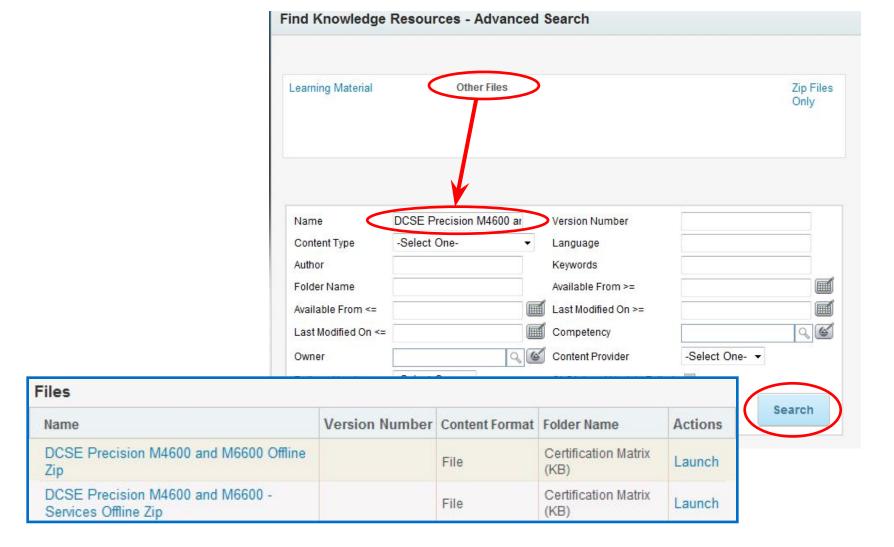
allow you to **Save**the file to your
desktop. *Note: Downloadable files*have "Offline Zip" in
their title.

Select the **Search** tab to change from the tree folder structure to the Advanced Search.





The **Other Files** search by Title will return Offline Zip files that can be saved to your desktop after clicking the Launch link.



The process to "take" a Certification has several steps and starts with clicking the **Add Certification** button to begin a search for the **Certification** you are looking for.

After you find and add a **Certification** to your profile, you can **Register** for and complete the **Learning Assignments** (Course, Assessment) necessary to **Acquire** the Certification.

An **Acquired** status means that all of the Certification's Learning Assignments (Course, Assessment) have been successfully completed.

Name	Version	Status	Target Date	Need Recertification
DCSE Dell C3765dnf Advanced Color Laser Multi Function Printer (Cert ID: 3078)	1	Assigned		No
DCSE Inspiron One 2330 (Cert ID : 3070)	1	Assigned		No
DCSE Inspiron One 2020 (Cert ID : 3067)	1	Assigned		No
3760 DCSE Dell C3760n-dn Color Laser Printer	1.0	Assigned		No

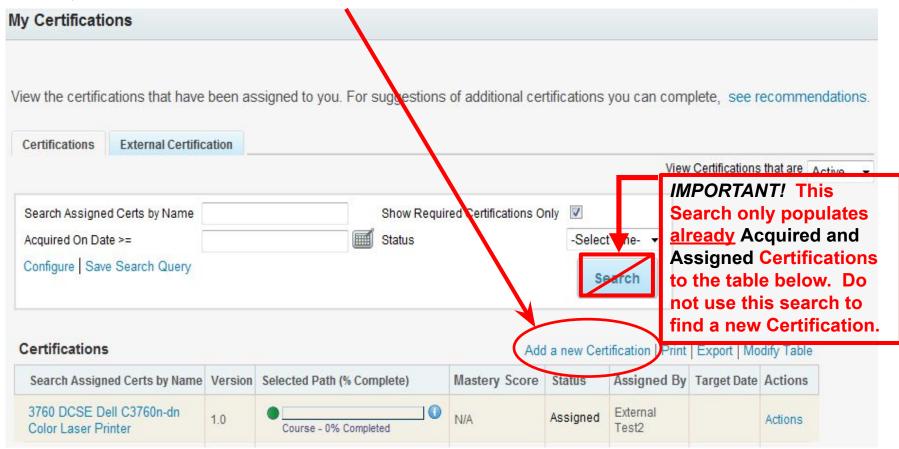
From the
Certifications
portlet on the
Homepage, click
on the Add
Certification
button.

All Certifications





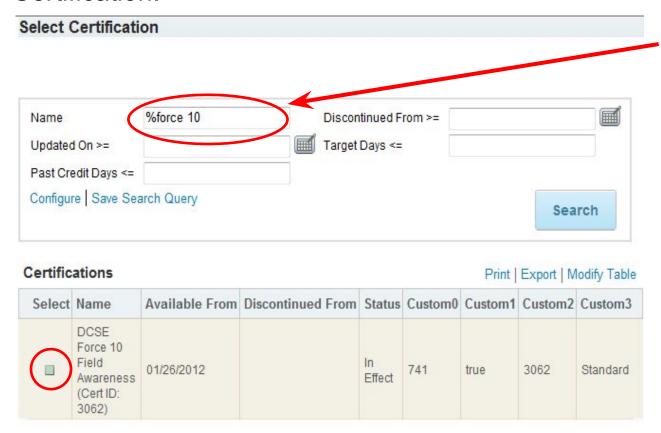
Next, click on the "Add a new Certification" link.



Note: Clicking on the blue Search button will return all of the Certifications that you have already Acquired, or have been Assigned. This is not the way to go if you are looking for a new Certification that you want to complete.



From the **Select Certification** window, search for the desired Certification.



Note: In this example, the wildcard % was used. The search returned Certifications with 'force 10' in the Name.

Close

Next, click on the box in the **Select** column to Assign the Certification to yourself.



From **My Certifications**, hover over the **Actions** link for the newly Assigned Certification.

My Certification	s							
View the certification	ons that have	been as	signed to you. For suggestion	s of additional ce	rtifications	you can com	plete, see recor	nmendations.
Certifications E	External Certific	ation						
						View	Certifications that	are Active ▼
Search Assigned C	erts by Name		Show Requ	uired Certifications C	nly 🔽			
Acquired On Date >	=		Status		-Selec	t One- ▼		
Configure Save S	earch Query				S	earch		Actions
Certifications				Add	d a new Cer	tification Print	Export Modify 1	View Certification History View Progress for All Paths Begin Registration
Search Assigned	Certs by Name	Version	Selected Path (% Complete)	Mastery Score	Status	Assigned By	Target Date Acti	Delet.
DCSE Force 10 F Awareness (Cert I		1	DCSE Force 10 Field	N/A	Assigned	Alaina Miller	Actio	ons

Click on **Begin Registration** from the list of Actions.



To Register, click on **Select Offering**.



Click on the box in the **Add** column.

Learning Offerings Print Export										
Add	Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Actions
	DCSE Force 10 Field Awareness	1	Web Based Training						English	



Click on Complete Registration.

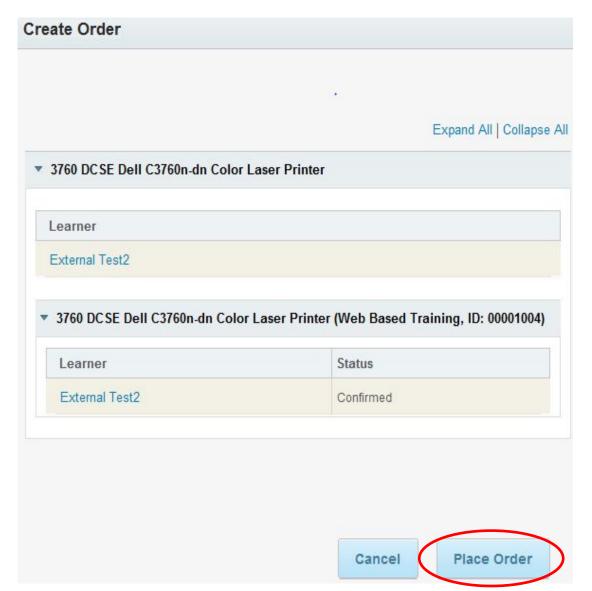


Click on Launch Content.

Title	Learners	Delivery Type	Status	Actions	Launch Content
DCSE Force 10 Field Awareness (Cert ID: 3062)	Alaina Miller				
DCSE Force 10 Field Awareness		Web Based Training	Confirmed	Notes	Launch Content



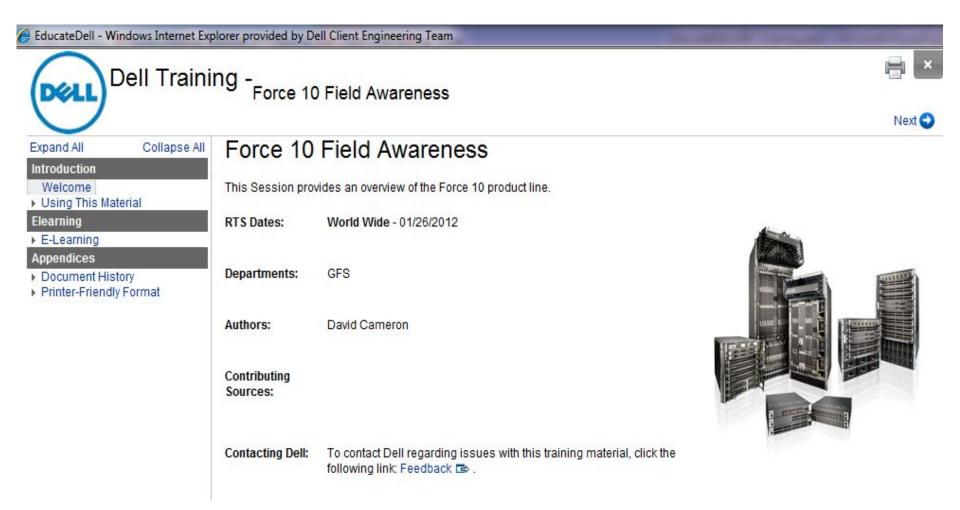
Click on Place Order.



Note: This screen should soon be disabled and will not be a part of the Registration process in the future.

Dell

The optional **Learning Assignment** (Course) for the **Certification** launches for your review. This window may be closed at any time.





Delivery Type	Web Based Training	More Actions
Abstract	DCSE Force 10 Field Awareness	Go to In-Progress Learning
Description	DCSE Force 10 Field Awareness	View Confirmation
		View Audit Trail

 Main
 Learning Assignments
 Associated

 Completion Status
 Not Evaluated

 Score
 0

Learning Assignments

After completing the optional **Learning Assignment** and closing that window, you are returned to the main **Learning Assignments** page for the **Certification**.

Note: If the Learning Assignment **Completion Status** is "Successful (Pending Sign Off)", click on the **Sign Off** button to update it to Successful.

Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
DCSE Force 10 Field Awareness	Training Content	Optional	Attempts Allowed: Unlimited Sign Off: Required	Successful (Pending Sign Off)	04/02/2013	Sign Off more actions
VT_HW_GL06436- 11762 (Cert ID 3062)	Training Content	Required	Attempts Allowed: Unlimited Mastery Score: 80.00	Not Evaluated		Launch
VT_HW_GLO6436- 11765 Self Assessment	Training Content	Optional	Attempts Allowed: Unlimited Mastery	Not Evaluated		Launch



Delivery Type Web Based Training

Abstract DCSE Force 10 Field Awareness

Description DCSE Force 10 Field Awareness

Main Learning Assignments Associated Learning

Completion Status Not Evaluated

Score 0

Next, look for the **Required Learning Assignment** (Assessment) for the **Certification** and click on **Launch**.





After the Required Learning Assignment (Assessment) for the Certification is completed successfully, the Completion Status will update to Successful with a Score.

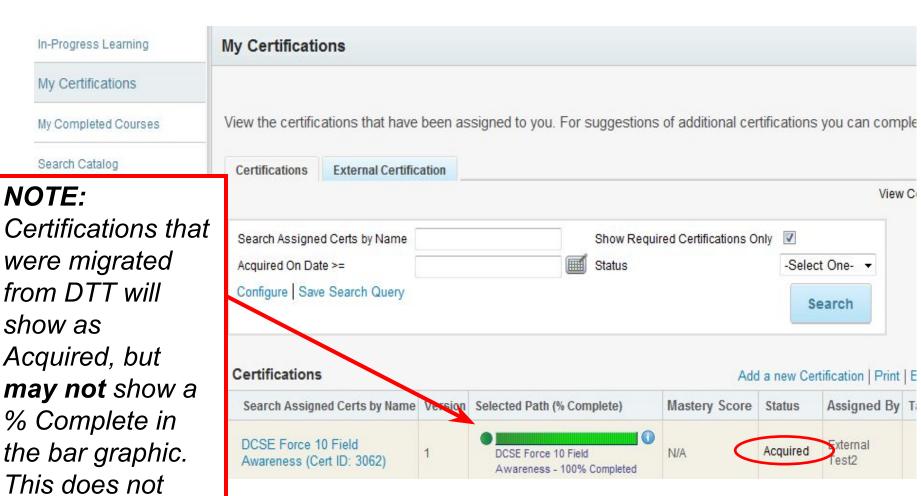
Main Learning As	signments Asso	ciated Learning				
Completion Status Score	Successf 97	ul				
Learning Assignr	ments				Print Ex	port Modify 1
Module	Assignment Type	Requirement	Details	Completion Status	Completed On	Actions
DCSE Force 10 Field Awareness	Training Content	Optional	Attempts Allowed: Unlimited	Successful	04/03/2013	Launch
			Attempts			more actions
VT_HW_GL06436- 11762 (Cert ID	Training Content	Required	Allowed: Unlimited Mastery Score:	Successful	04/03/2013	Launch
3062)			80.00 Score: 97.00			more actions
VT_HW_GLO6436- 11765 Self Assessment	Training Content	Optional	Attempts Allowed: Unlimited Mastery Score: 80.00	Not Evaluated		Launch

View Completed Certifications

impact reporting.

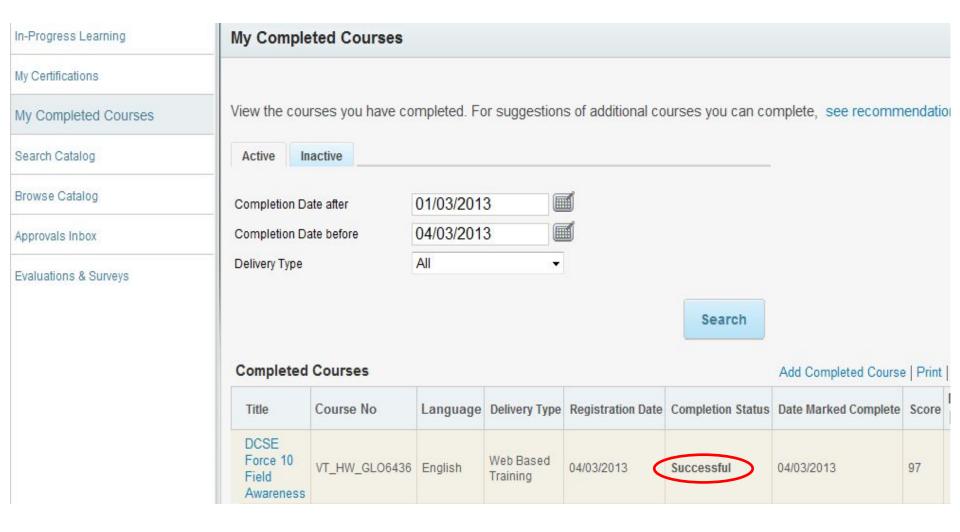


Click on **My Certifications** in the left hand navigation to view the **Acquired** status of the completed **Certification**.



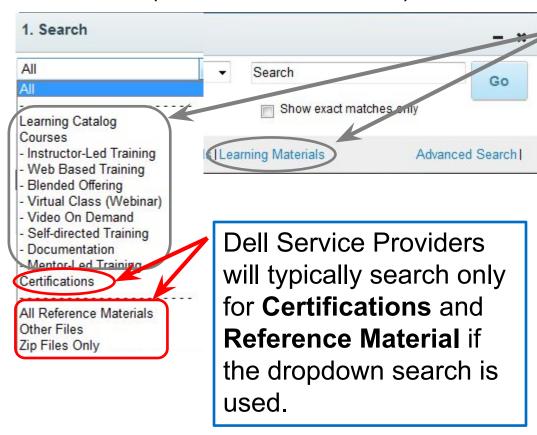
View Completed Courses

Click on **My Completed Courses** in the left hand navigation to view the individual **Learning Assignments** (Course, Assessment) from the **Certification**.



Learning Material Overview

The **Learning Materials** search will seldom be used by a Dell Service Provider. Instead, the **Add a Certification (Take a Certification)** described in the preceding slides is how to Acquire a Certification and receive credit for its Learning Assignments, which are the **Learning Materials** (Course, Assessment).

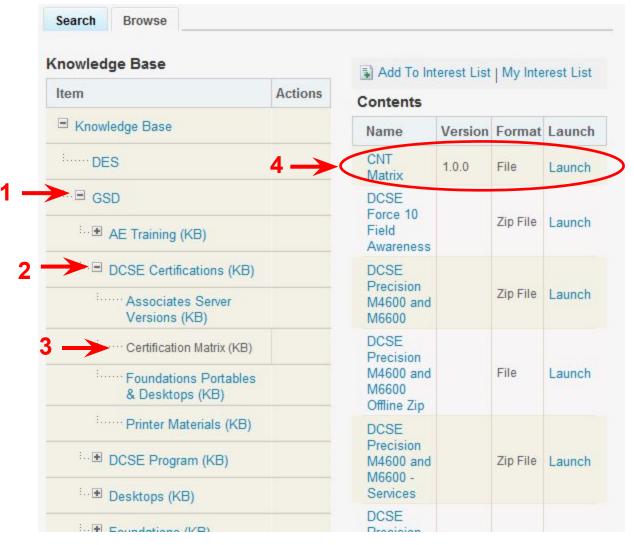


For your understanding, clicking on **Learning** Materials or any of the drop down menu choices under **Learning Catalog** will return results for **Offerings** in a variety of Delivery Types. Note: Registering for an Offering alone does not make an association with a Certification.

Certification Matrix



The CNT Matrix is available within the Reference Material area.

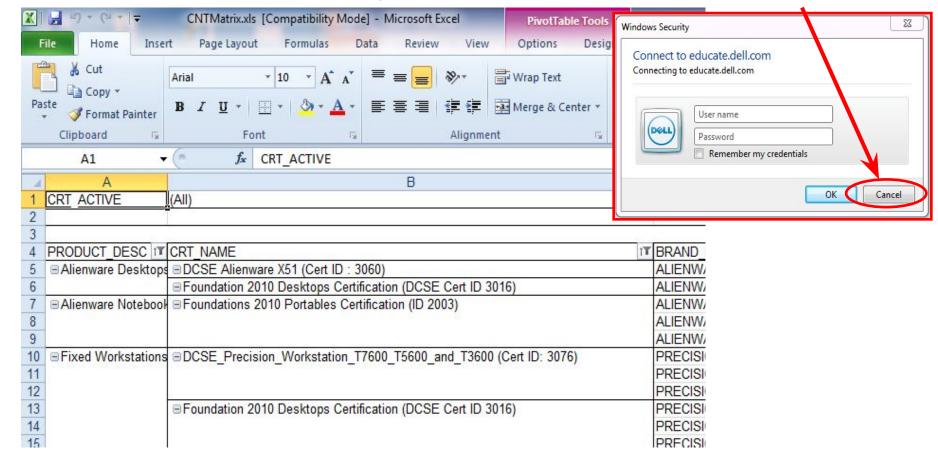


- In the Knowledge
 Base, click on the +
 to open the GSD
 folder.
- Open the DCSE Certifications folder.
- Click on Certification Matrix.
- 4. Click on Launch beside the CNT Matrix.

Certification Matrix

IMPORTANT: After clicking on **Launch** beside the CNT Matrix, you must select **Save** (not Open). Name the file and Save to a location of your choice.

Note: The **Open** option is currently defective. If you do select Open, a Windows Security prompt will appear. Click on **Cancel**.





Support for EducateDell:

- The URL for the external EducateDell site is: https://educate.dell.com/Saba/Web/Field
- Inquiries about new account verification, training requirements, and general use of EducateDell may be directed to your Group Administrator. Your Group Administrator is the point of contact within your company who supports your use of EducateDell.
- Please contact the Dell <u>HelpDesk</u> for support with any questions or issues you experience with EducateDell.
- To locate detailed Reference Material for EducateDell navigation and functionality, enter "EducateDell" in the search field for Reference Material.

Glossary



Reference Material (Knowledge Base): Access course content quickly without a registration to find all the details about the products that you need to study.

Certification: After you are assigned a Certification, you can register for the Offering that it contains. The registered Offering is added to your My Enrollments page. DCSE Certification Offerings typically provide optional Reference Material plus a required Assessment as their Learning Assignments.

Learning Assignments: Elements of an Offering that may be optional or required.

Learning Materials: Web Based Training or Instructor Led Training Offerings found in the Catalog. It is important to understand that registering for an Offering does not create a Certification assignment.

Security Keyword: Maps a self registering user to their Organization.

Group Administrator: The point of contact in your company who supports the use of EducateDell.

My Learning tab: Alternative to the Portlet searches on the homepage.

EducateDell DSP Training Acknowledgement

Question 1 of 1

Point Value: 100

Congratulations! You have completed the EducateDell DSP Training.

After selecting and submitting the response below, you may view your Successful completion in EducateDell, under the My Learning tab, "My Completed Courses".

MY ACKNOWLEDGEMENT

PROPERTIES

On passing, 'Finish' button:
On failing, 'Finish' button:
Allow user to leave quiz:
User may view slides after quiz:
User may attempt quiz:

Goes to Next Slide Goes to Next Slide After user has completed quiz At any time

Unlimited times

