

## ARUBA EDUCATION SERVICES

# Training Registration Guide

## INTRO

Thank you for choosing to take training with Aruba Education Services! This guide outlines the steps to register on the Aruba 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](https://Arubanetworks.Com/Certification)

Aruba Airheads Learning Community:

[Community.Arubanetworks.Com/Community-Learning](https://Community.Arubanetworks.Com/Community-Learning)

## What's Inside

### Searching and Registering for Classes

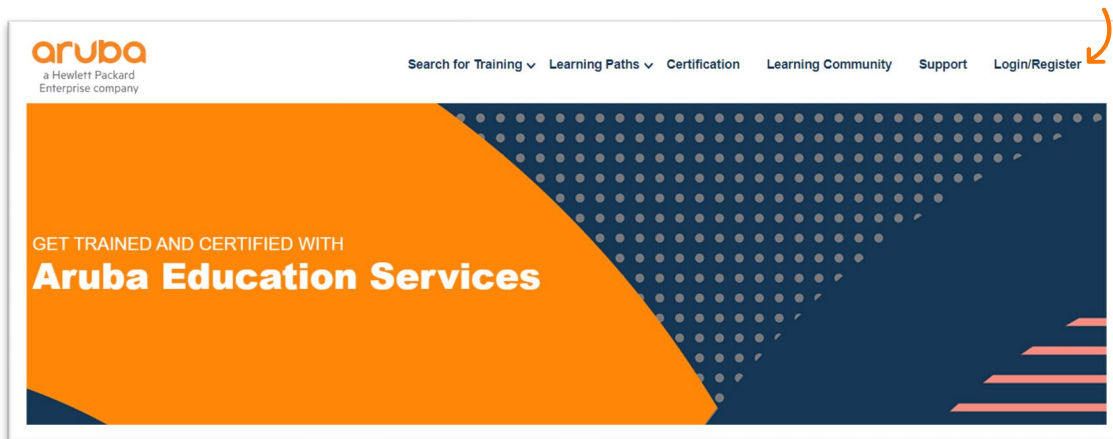
- Step 1: Create an Account or Login
  - New User
  - PRfN Partner login
  - HPE Employee Login
- Step 2: Find the Training you need
- Step 3: Register
  - If "add to cart" Continue to step 4: Payment
  - If "Register" Proceed with transaction on ATC Webpage
- Step 4: Billing
  - Credit Card
  - Aruba Training Credits
  - Partner Channel Vouchers
  - HPE Employee
- Step 5: Registration Complete
  - What to expect after confirmation
  - Where to launch self-paced courses

## SEARCHING AND REGISTERING FOR CLASSES

**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.

### Step 1: Create an account or login

- Begin by clicking Login/Register



- PRfN Partners (resellers): Click "Partner Ready Portal user?" Login with your PRfN credentials via the Aruba Partner Portal.
- HPE Employees: Click "HPE Employee?" Login with your employee SSO credentials.
- New User (non-reseller, non-employee): Click Create a New Account. You will receive a confirmation email titled "Welcome to Aruba" with a temporary password and a link to create a new password.

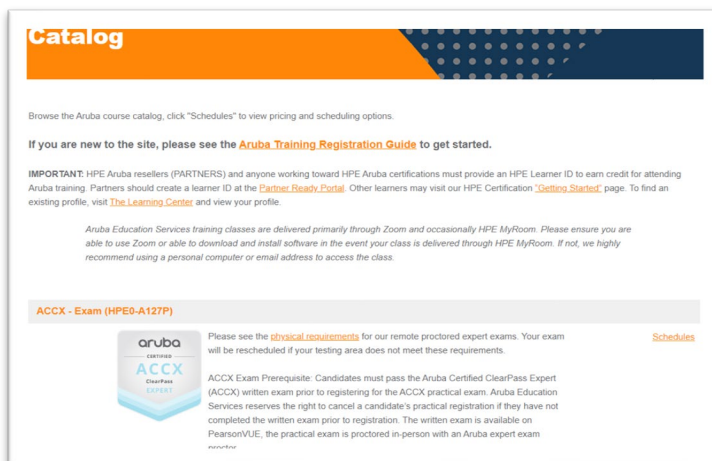
<h3>Learning Management System</h3> <p><b>Customers:</b> Please use the login credential you've received from your registration confirmation email titled "Welcome to Aruba Networks".</p> <p><a href="#">Click here to create a new Account.</a></p>	<h3>Sign In</h3> <input type="text" value="email"/> <input type="password" value="password"/> <a href="#">Forgot Your Password?</a> <a href="#">Partner Ready Portal user?</a> <a href="#">HPE employee?</a> <input type="button" value="Sign In"/>
---	--

## Step 2: Find the training you need

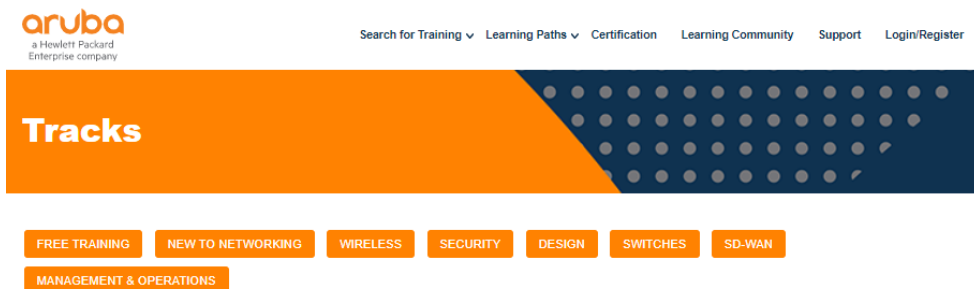
- Use the search page to search for training by course name, location, or date. You do not need to search all criteria, leave blank criteria for broader search results.
- Use Learning Paths to view courses based on technology category.



- 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 tracks to find courses by category. Course links will take you to a registration page for eLearning or schedule for instructor-led classes.



### Step 3: Register

- 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.

Course Type: vILT  
Language: Spanish  
06/13/22 - 06/17/22  
09:00 AM Guadalajara, Mexico City, Monterrey  
Seats Left 12  
[RedINTER \(ATC\) - Mexico City, Mexico](#) [Details](#)

REGISTER

Course Type: vILT  
07/11/22 - 07/15/22  
09:00 AM - 05:00 PM Eastern Time (US & Canada)  
**Waiting List -1**  
[Virtual Training - North America](#) [Details](#)

[Click for credit information: \\$3,200.00 USD \(US\)](#)

ADD TO CART

- Be sure to note the course delivery format, location, time zone and if the course is waitlisted i.e., the above picture.
- If the button reads “Add to Cart” please proceed by clicking the image of the shopping cart, then Checkout.

aruba  
a Hewlett Packard  
Enterprise company

Search for Training ▾ Learning Paths ▾ Certification Learning Community Support ⓘ

## Shopping Cart

Aruba Test Customer Shopping Cart: 1 Item(s)

Click Checkout to process your requests.

COURSE NAME	TOTAL
1 Aruba ClearPass Essentials, Rev. 20.11 <a href="#">Details</a> Virtual Training - North America 06/11/22 - 06/15/22 09:00 AM - 05:00 PM Eastern Time (US & Canada) <a href="#">Cancellation Policy sample</a>	Click for credit information: \$3,200.00 USD

REMOVE

BACK RESET CHECKOUT

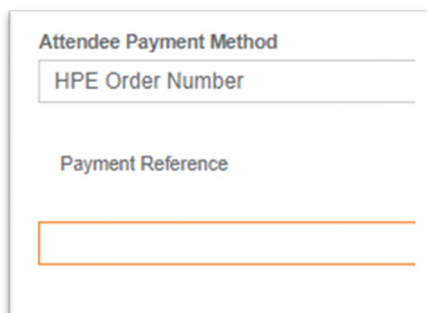
- Checkout: Fill out your contact information, then click continue to proceed to billing.

#### Step 4: Billing

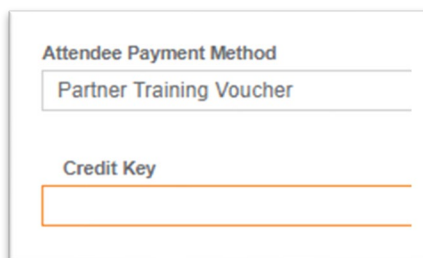
- There are four payment methods: Credit Card, Aruba Training Credits, Partner Training Vouchers, and HPE Employee Registration.
  - Credit Card: Scroll down and click “Finish” to be redirected to our PayPal portal. Special characters for your surname and billing address are not acceptable.



- 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.

[Free for employees.: \\$0.00 USD \(US\)](#)

[Click for credit information: \\$1,800.00 USD \(US\)](#)

[ADD TO CART](#)

## Step 5: 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.

aruba  
a Hewlett Packard  
Enterprise company

Search for Training ▾ Learning Paths ▾ Certification Learning Community Support ⓘ

# Attendee Profile

Aruba Test Customer [Shopping Cart: 1 Item\(s\)](#)

To update your profile, enter the new information in the fields below and then click the **Save Profile** link to save your record. Fields with an asterisk(\*) are required.

Looking for a certificate of course completion? Visit [www.mylearninghpe.com](http://www.mylearninghpe.com) to login or create an account for your Aruba training and certification transcripts.

First Name: Aruba  
Last Name: Test Customer  
Email: irma.alvarez27@gmail.com

Registrations | Past | Subscriptions | Contact Information

Registration Number	Course Name	Location	Status
477-10470-83902-406-353931	Aruba Network Security Essentials eLearning <a href="#">Details</a> <a href="#">Cancel</a>	eLearning <a href="#">Launch</a>	Confirmed