

MSLE Workflow for HEC Educators

University onboarding

HEC being the parent organization for all its institutions needs to ensure that there is a POC in every university who will do the following to ensure that the educators of their university can access the resources and appear in the certification exams

Steps for the POC/ Program advisor of university

1. Click [Microsoft Learn for Educators Program Instructions | Microsoft Learn](#)
2. Click **Apply – the blue button:**

Educational Institution

This option is for academic institutions with multiple faculty members interested in establishing a relationship with Microsoft at the department, program, school, or institution level. You or someone you designate will act as the program advisor for your institution.

The program advisor will be responsible for accepting the [Business Terms](#) of the program, administering the program at your institution and serving as the primary administrative point of contact with Microsoft for this program. Institutions onboarded into the Educational Institution option may have a Microsoft training program manager who will work with them to access and take advantage of the benefits of the program.

Review the details of the application and apply to be a part of the Educational Institution option. Please review the [Business Terms](#) before applying to ensure your institution can meet program requirements.

Note

The application is available in English, French, Spanish, Chinese (Simplified) and Chinese (Traditional) only at this time.

Apply

3. Fill in the application form:

The screenshot shows a web form titled "Institution Application" on the Microsoft Learn for Educators portal. The form is designed for academic institutions and includes several input fields and sections. At the top, there is a header with the Microsoft logo and the text "Microsoft Learn for Educators". Below this, the form is divided into several sections with labels and input fields:

- Institution details:** Includes fields for "Institution name", "Institution address", "City", "State/Province", and "Country".
- Contact information:** Includes fields for "Contact name", "Contact email", and "Contact phone".
- Application details:** Includes a "Reason for applying" section with a text area and a "Comments" section with another text area.
- Agreement:** A section for "I agree to the terms and conditions" with a checkbox and a "Submit" button.

The form is presented in a clean, professional layout with a light blue and white color scheme.

4. You will receive in 24-48 hrs a document of terms and condition.
5. Simply click Accept and that particular university will now be on board to HEC MSLE for not only fundamental exams but tons and tons of other resources that the faculty can benefit from

MSLE Workflow for Individual Educator Process

Once a university has been onboarded by the university POC – any educator from that uni can simply

Enroll themselves for the certification they require.

1. Click [Microsoft Learn for Educators Program Instructions | Microsoft Learn](#)
2. Follow all the three steps on the sit

Individual Educator

This option is designed for the individual educator who is looking to build their students' technical skills. Once verified, you will gain access to the Microsoft curriculum and education materials, our global Microsoft Learn for Educators Teams community, and the benefits of the program.

[Apply using your Microsoft account](#)

Teaching Material access instructions

Once you are part of the Microsoft Learn for Educator program, please follow below step-by-step instructions to gain access to the Microsoft Learn for Educators teaching materials and curriculum.

Step 1: Create a Microsoft Learn profile

1. Sign in to your [Microsoft Learn Profile](#) using your school email. If your Learn profile is not set up, complete your profile.
2. On the left-hand navigation panel, go to 'Settings' and in the Account Management section, add an account using your personal email. If your email is not a Microsoft Account, follow the instructions to get one.
3. Take note of both your school and personal e-mail accounts you used to sign up.

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The idea is to link the personal account of the educator with the Microsoft account to ensure that he can access his certifications and achievement wherever whenever even later when he is not a part of the university anymore

Step 2: Complete the Educator sign up form (Individual Educators option only)

📌 Important

If you have been nominated by your institution which is part of the Educational Institution option, please skip this step.

A [demo of this step-by-step](#) is also available.

1. Go to the [Microsoft Learn for Educators Portal](#) and sign in with your Microsoft Account.
2. Fill out your profile; review and accept the [license terms](#); click next.
3. Provide additional information.
4. Click 'Submit.' Your submission will be confirmed.

Step 3: Access the educator resources

A [demo of this step-by-step](#) is also available.

1. Once you have received an activation email, go to the [Microsoft Learn for Educators Portal](#), and sign in with your Microsoft Account.
2. On the left hand navigation panel, select Learning Download Center.
3. If not already, sign in using your personal email address.
4. If already signed-in, accept the terms & conditions.
5. Access the educator resources via the Learn for Educators program.
6. Expand the Learn for Educators program and select files/folders to be added to Downloads Queue.
7. Select the Downloads Queue and click Download - if prompted install the Download Manager to download files.

3. Learn, Prepare and Appear