

SATV Guide

1. **STEP 1 (SA Customer): Activate** the SA Training Voucher benefit in [VLSC](#).
2. **STEP 2 (SA Customer):** In VLSC, **Create and Assign** a SA training voucher to an employee within the customer's organization. Contact us to schedule training.
3. **STEP 3 (Learning Partner): Validate** the customer's voucher information and Reserve the voucher for the scheduled training in the [VVR Tool](#).
4. **STEP 4 (SA Customer):** Employees must **activate** their dMOC courseware on aruatos Skillpipe platform. Employees receive therefore an Email from Skillpipe.
5. **STEP 5 (Learning Partner):** Once training has been completed, Redeem the voucher through the [VVR Tool](#).
6. **STEP 6 (Learning Partner): Create a Payment Request** through the [SAVB](#) tool to get paid. [Additional guidance on the Software Assurance Voucher Benefit (SAVB) tool is available in the SAVB guide. For assistance with questions, please contact your [Regional Service Center](#).

The SATV Tools

Microsoft's [Volume Licensing Service Center \(VLSC\)](#) is an online tool used by qualified volume licensing customers to manage their Software Assurance benefits. Included in this document are instructions for how Customers can:

1. View and activate their SA Training benefit
2. Create and assign SA training vouchers to employees

Step 1: Activate Training Voucher Benefit (Customer)

The customer company's Software Assurance Benefits Manager must activate their Software Assurance Training Voucher benefit through Microsoft's "[Volume Licensing Service Center](#)" or "[VLSC](#)" website. The steps are as follows:

1. Sign in using your Microsoft Account
2. Click the "View Software Assurance Benefits" link and select the benefit from the "Software Assurance Summary" list.
3. Click on the Licensing Agreement Number under which you wish to activate your SA Training Voucher benefit and view the "Benefits Available for Activation" pane.
4. To activate the benefit, click on the SA Training Voucher benefit name and follow the instructions in the subsequent screens.

Step 2: Create and Assign Voucher (Customer)

1. Click "Software Assurance Benefits" link in VLSC.
2. Under your Benefit Summary, click the Training Voucher link.
3. Scroll down to the "Activated Benefits" section of the page and click on "Training Vouchers".

Activated Benefits						
<ul style="list-style-type: none"> To view benefit, click on the benefit name View the Benefit Reports Summary 						
Benefit Name	Status	Description	Reference	Details	History	Terms and Conditions
Training Vouchers	Active	View		Eligible Days: 30 Assigned Days: 0 Reserved Days: 0 Redeemed Days: 30 Remaining Days: 0	View	
24x7 Problem Resolution Support	Active	View		Awarded: 13 Available Incidents: 13 Used for SA Support: 0 Web Incidents: Unlimited	View	View

4. Under Training Benefits Detail, review the number of Eligible Agreement Training Days and then click "Create Training Vouchers".

Training Benefit Detail						
Agreement Number:		Active		Agreement Start Date:		2010-12-28
Agreement Status:		Enterprise Subscription 6		Agreement End Date:		2013-12-31
Program:		Training Vouchers		Subscription ID:		CTE1083897
Training Voucher Days Summary						
Eligible Agreement Days	Training Days	Total Training Days Assigned	Total Training Days Reserved	Total Training Days Redeemed/Paid	Total Training Days Converted	Training Days Available For Assignment
30		0	0	30	0	0
Benefit Status: Active						
<input type="button" value="Create Training Vouchers"/>						

5. Three things are needed to create a Training Voucher:
 - a. The name of the employee to receive training,
 - b. The employee's corporate e-mail address, and
 - c. The length of the voucher which can range from **1 to 5 days**.
 - d. It is best to select **5 days**.
6. Click "Add Voucher", then "Submit Voucher List". This creates and assigns the voucher to the employee.
7. An e-mail containing the voucher's details is sent to the corporate e-mail address entered at the time of voucher creation. This e-mail will contain the Voucher Number, voucher expiration date, as well as the name of the Benefits Administrator who created and assigned it.
8. Please provide the Voucher details to us and we do step 3.

Step 4: Activate the dMOC

After we have completed Step 3, employees will receive an Email from Skillpipe and they have to activate their dMOC courseware. Here is a sample in German:

Skillpipe

Sehr geehrter Student,

Mit diesen Schritten erhalten Sie Zugang zu Ihrem digitalen Kurs:
10978A - Introduction to Azure for Developers

Um auf Ihre digitalen Kurse zuzugreifen, befolgen Sie bitte die folgenden Schritte:

1. Zugriff auf Skillpipe

- Um auf Skillpipe zuzugreifen, klicken Sie bitte auf den folgenden Link:
<https://www.skillpipe.com>

2. Registrieren und Anmelden

- Wenn Sie neu bei Skillpipe sind, registrieren Sie sich bitte und legen Sie einen Account an.
- Wenn Sie schon einen Skillpipe-Account haben, loggen Sie sich bitte ein.

3. Einlösen der digitalen Kurse

- Klicken Sie auf die Schaltfläche „+ Buch hinzufügen“, und geben Sie Ihren Lizenz-Code ein:

Lizenzcode

JAFB-NTLF-URDE-BQQD

4. Endbenutzer-Lizenzvereinbarung

- Die Kursmaterialien werden lizenziert, nicht verkauft, und durch die Lizenzvereinbarung ("Licence Agreement"), die zu der Software gehört, geregelt. Wenn Sie dazu aufgefordert werden, müssen Sie die Lizenzvereinbarung akzeptieren, bevor Sie die Kursmaterialien nutzen können.



We will take care of Step 5+6

Questions or challenges?

If you have any questions, please do not hesitate to contact us.

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