

Get Licensing Ready – user guide

Introduction

Get Licensing Ready (GLR) is a free online resource which guides you through the process of learning, applying, and revising all aspects of Microsoft licensing. Knowledge is consolidated by taking an exam, and certifications are issued to evidence passes.

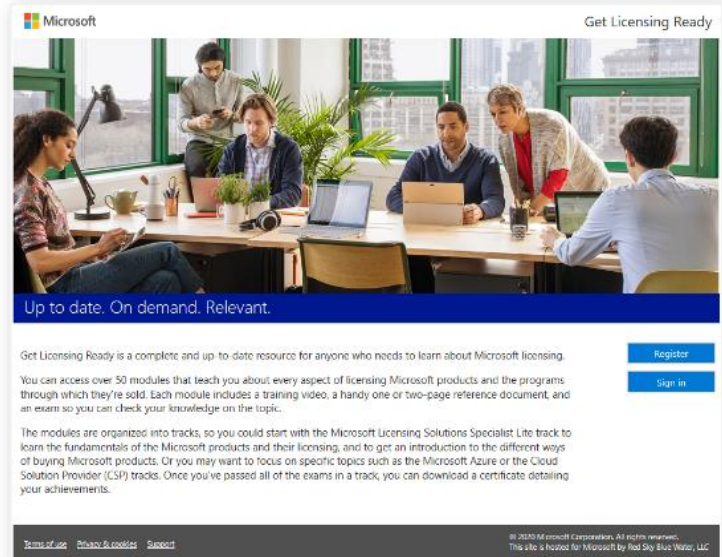
Registering on GLR

Click on the Register button at www.getlicensingready.com

Complete the form providing the following information:

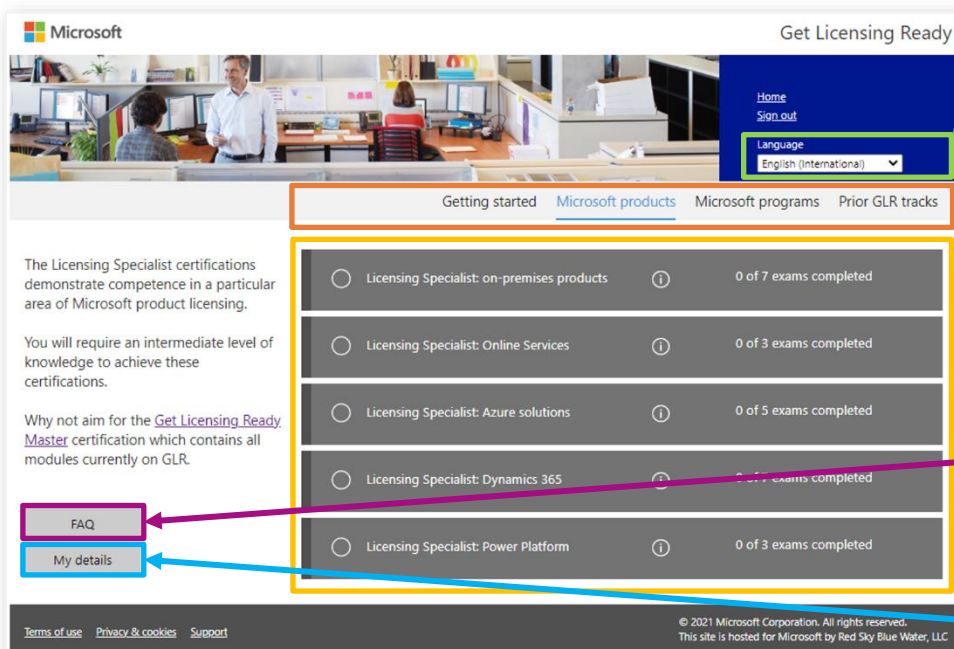
- Email address (this will be your username)
- Password
- Name
- Country
- Community (Microsoft partner, end customer or Microsoft employee)

You can also set the language you would like to use on GLR.



Navigating GLR

The GLR homepage is shown below: to get to this homepage from anywhere on the site click on the **Home** link or the **Get Licensing Ready** logo at the top right of the screen.



Language
GLR is available in English, Chinese, French, German, Polish and Russian. To change language, click on the drop-down box

Tabs
Access different parts of the site through the tabs across the top

Learning paths
Collections of modules, covering specific licensing topics

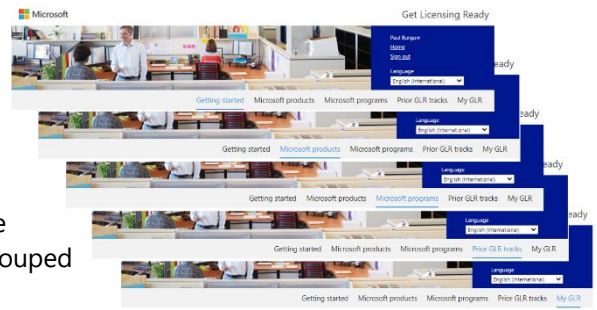
FAQ and support

My details:
Once registered, your information is stored in your profile. If you need to make changes to anything use the "My details" button

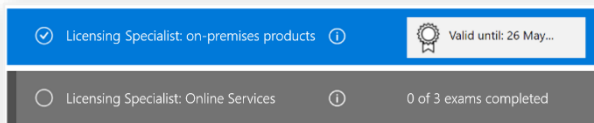
Tabs


The tabs across the gray bar link to the different learning paths.

- Getting started** – has a single learning path that covers the fundamentals of licensing Microsoft’s products and services. This learning path has been created to give you a good general understanding of Microsoft licensing. Once you have mastered the fundamentals, you can complete any of the additional modules grouped under the other tabs and become a Microsoft Licensing Specialist.



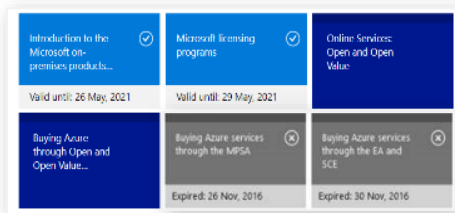
Learning paths



Under each tab there is a list of learning paths for which a certificate is awarded once completed. For example, the first one on the list of Microsoft products is “Licensing Specialist: on-premises products”. These learning paths will be blue when complete, or gray when incomplete / not started. Hold the mouse over the  to see information about a given learning path.

Modules

All learning paths are broken down into modules. Some modules appear in multiple paths, so once you have completed that module, your progress on all the courses which include that module will be updated.



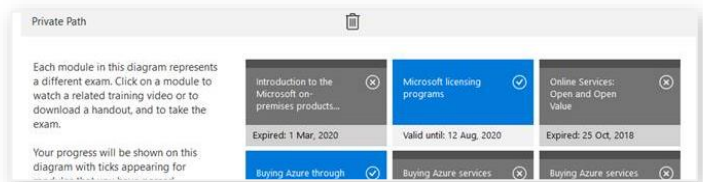
- Completed modules are lighter blue boxes with a tick and a valid until date, which is one year from the pass date
- Expired modules are gray with a cross and the date when they expired. To renew your pass for this module, you just take it again
- Modules not yet passed are dark blue

A module contains some or all the following:


- Training video** - accessed online and available on demand
- Course handout** - a downloadable PDF with all the key facts from that module
- Link to exam** - all exams are multiple choice. The time allowed, number of questions asked, and the pass mark are all indicated before you start. Exams can be taken multiple times.

Private learning paths

If a company has a specific set of modules they would like their employees tested on, they can set up a private learning path. Once a private learning path is set up, a link is sent to all students which reveals the **My GLR** tab. The modules are accessed in the same way as any other learning path, and exams passed elsewhere on GLR will show as completed. The private path can be removed by clicking on the trash can.



Certificates

Once you have completed a learning path it will show as blue on your homepage, and you can download and print or save your certificate. 

The certificate remains valid for 12 months from the oldest module pass date in the learning path.

