

# LEARNING MANAGEMENT SYTEM

## INTRODUCTION

MicroStrategy has created a Learning Management System (LMS) so that customers have an easy way to access online coursework. This document explains the steps for getting started:

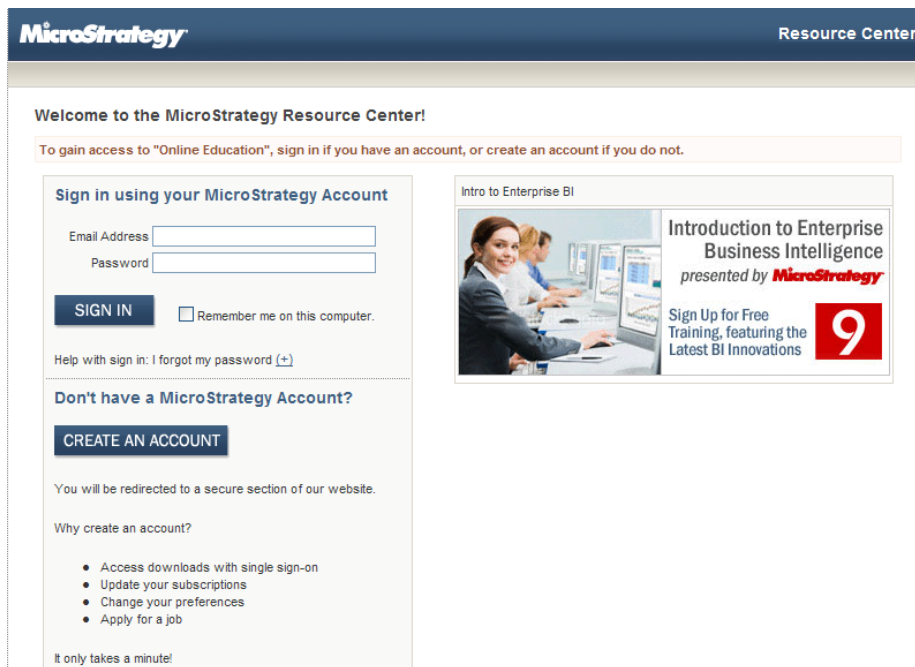
- Finding the Learning Management System
- Creating your new account log-in ID and password
- Viewing the online course catalog
- Accessing your online courses

## FINDING THE LEARNING MANAGEMENT SYSTEM

1. Click this link to arrive at the home page for the MicroStrategy LMS:

<https://resource.microstrategy.com/education>

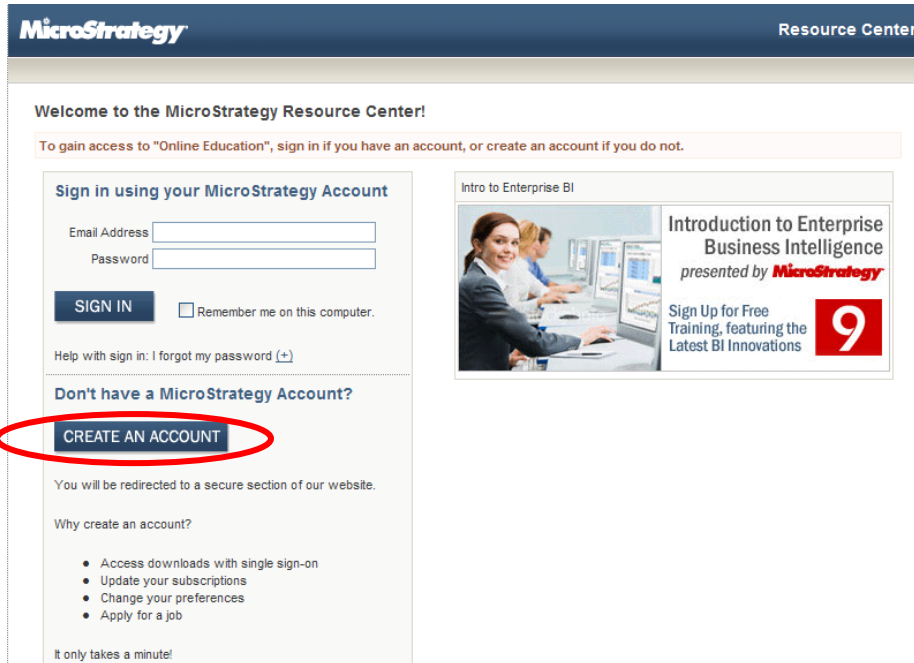
2. You will arrive at the log-in page.



The screenshot shows the MicroStrategy Resource Center login page. At the top, the MicroStrategy logo is on the left and "Resource Center" is on the right. Below the header, a welcome message reads "Welcome to the MicroStrategy Resource Center!". A yellow banner contains the text: "To gain access to 'Online Education', sign in if you have an account, or create an account if you do not." The main content area is divided into two columns. The left column is titled "Sign in using your MicroStrategy Account" and contains a sign-in form with fields for "Email Address" and "Password", a "SIGN IN" button, and a checkbox for "Remember me on this computer." Below the form is a link for "Help with sign in: I forgot my password (+)". The right column is titled "Intro to Enterprise BI" and features a promotional banner for "Introduction to Enterprise Business Intelligence presented by MicroStrategy". The banner includes a photo of people at a computer, the text "Sign Up for Free Training, featuring the Latest BI Innovations", and a large red number "9". Below the sign-in form, there is a section titled "Don't have a MicroStrategy Account?" with a "CREATE AN ACCOUNT" button. At the bottom of the form area, it states "You will be redirected to a secure section of our website." and "Why create an account?" followed by a bulleted list: "Access downloads with single sign-on", "Update your subscriptions", "Change your preferences", and "Apply for a job". A final note says "It only takes a minute!"

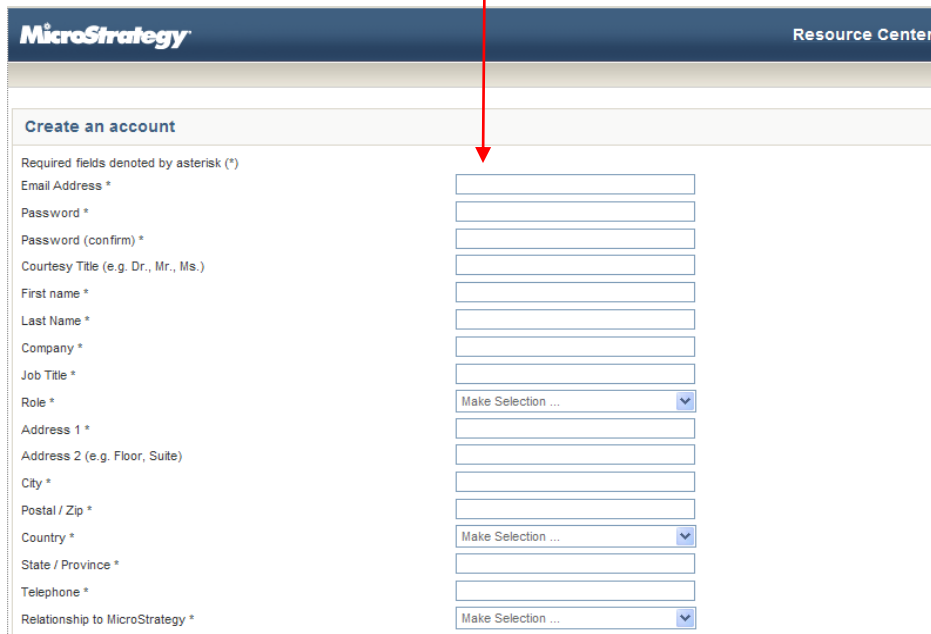
## CREATING YOUR NEW LOG-IN ID AND PASSWORD

1. If you do not already have a user ID (with your **work** email address) and password, you will need to create a new account. Click **Create An Account**. If you have already set this up, simply log in.



The screenshot shows the MicroStrategy Resource Center login page. The header includes the MicroStrategy logo and 'Resource Center'. Below the header, there is a welcome message and a sign-in form. The sign-in form has fields for 'Email Address' and 'Password', a 'SIGN IN' button, and a 'Remember me on this computer' checkbox. Below the sign-in form, there is a link for 'Help with sign in: I forgot my password (+)'. To the right of the sign-in form, there is a promotional banner for 'Intro to Enterprise BI' featuring a woman at a computer and the text 'Introduction to Enterprise Business Intelligence presented by MicroStrategy'. Below the banner, there is a sign-up for free training featuring the latest BI innovations, with a large number '9' in a red box. At the bottom of the sign-in form, there is a section titled 'Don't have a MicroStrategy Account?' with a 'CREATE AN ACCOUNT' button circled in red. Below this button, there is a note: 'You will be redirected to a secure section of our website.' and a section titled 'Why create an account?' with a bulleted list: 'Access downloads with single sign-on', 'Update your subscriptions', 'Change your preferences', and 'Apply for a job'. At the very bottom, it says 'It only takes a minute!'.

2. Complete the required fields by entering information that relates to your employment at your company. For instance, enter your **work** email address (not a personal email address) and other contact information.



The screenshot shows the 'Create an account' form on the MicroStrategy Resource Center. The form is titled 'Create an account' and lists various fields with asterisks indicating they are required. The fields are: 'Email Address \*', 'Password \*', 'Password (confirm) \*', 'Courtesy Title (e.g. Dr., Mr., Ms.)', 'First name \*', 'Last Name \*', 'Company \*', 'Job Title \*', 'Role \*' (with a dropdown menu), 'Address 1 \*', 'Address 2 (e.g. Floor, Suite)', 'City \*', 'Postal / Zip \*', 'Country \*' (with a dropdown menu), 'State / Province \*', 'Telephone \*', and 'Relationship to MicroStrategy \*' (with a dropdown menu). A red arrow points to the 'Email Address' field. The form is set against a light background with a dark blue header containing the MicroStrategy logo and 'Resource Center'.

3. You will then see an account activation screen. The system has sent you an email with your account activation code. Enter this number to access the LMS. Note: You will need to do this only once.

**MicroStrategy** Resource Center

Welcome Rumsey Paul | [Sign Out](#)  
If you are not Rumsey Paul, [click here](#).

### Account Activation Email Sent

In order to access "", we need you to validate your email address.

Please check your email for the Account Activation email we have just sent to paulrums1@yahoo.com. This email contains an Account Activation code to place below or a convenient link to validate your email address.

If you do not see the Account Activation email in your Inbox, please check your Spam or Bulk folders for a message with the Subject Line "Your MicroStrategy Account."

Please make sure that you add the microstrategy.com domain to the Safe Senders List of your email account or email filtering software. Once you have activated your account, you will have access to a variety of useful MicroStrategy resources, and you will be immediately redirected to "". Thank you for your interest in MicroStrategy.

Please enter your account activation code:

**SUBMIT**

## VIEWING THE ONLINE COURSE CATALOG

1. After submitting the activation code, you will see the front page of the LMS. This page lists categories of online courses you can take.

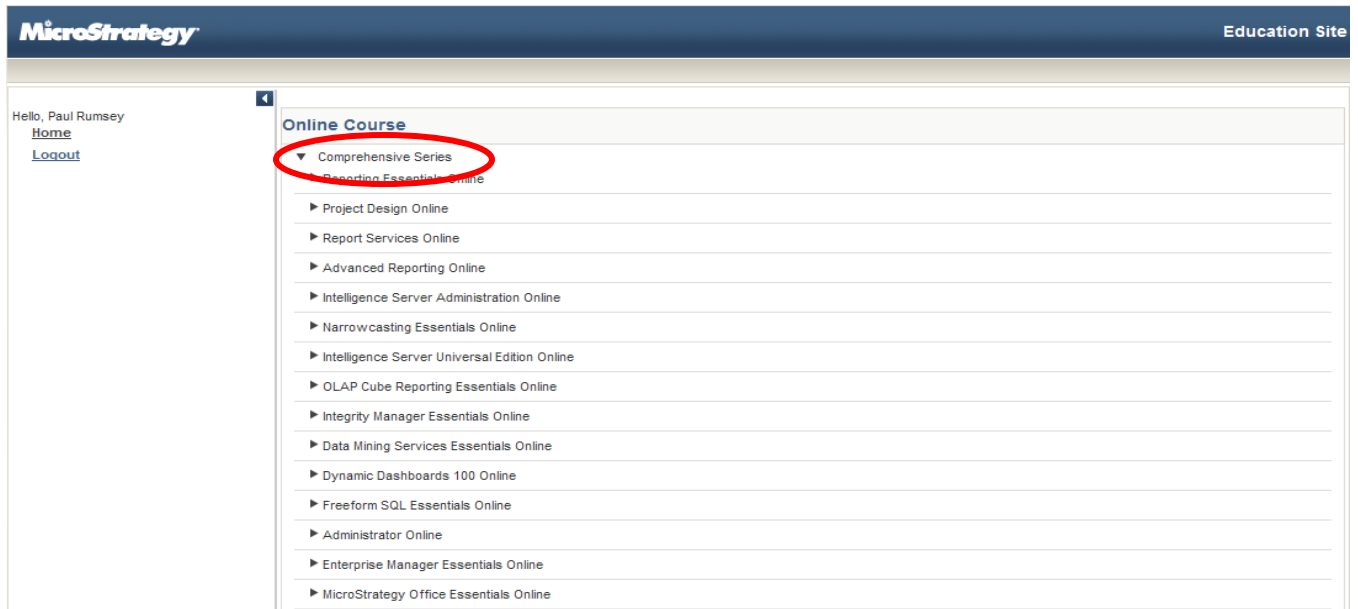
**MicroStrategy** Education Site

Hello, Paul Rumsey  
[Home](#)  
[Logout](#)

### Online Course

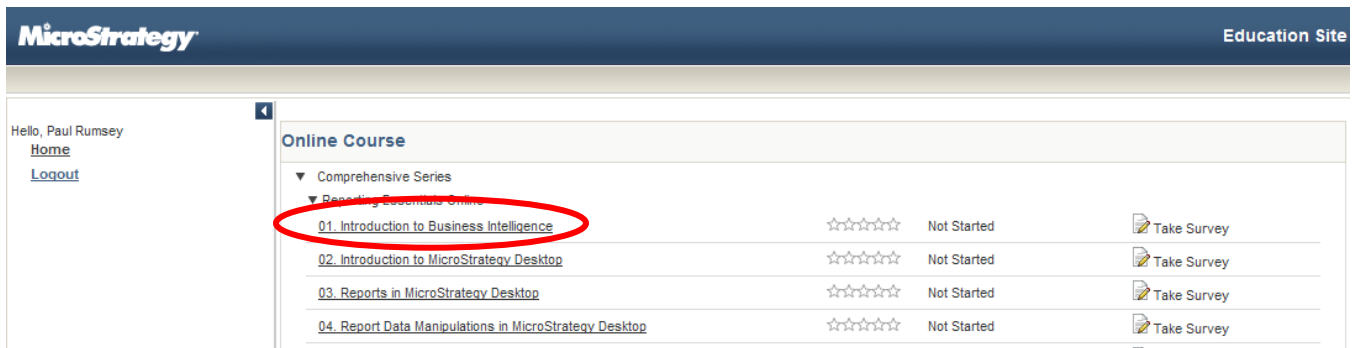
- ▶ Comprehensive Series
- ▶ Hot Topics
- ▶ What's New Series
- ▶ Companion Series
- ▶ Employee Series
- ▶ Upgrade Series

2. Click the title to expand the list under that topic.

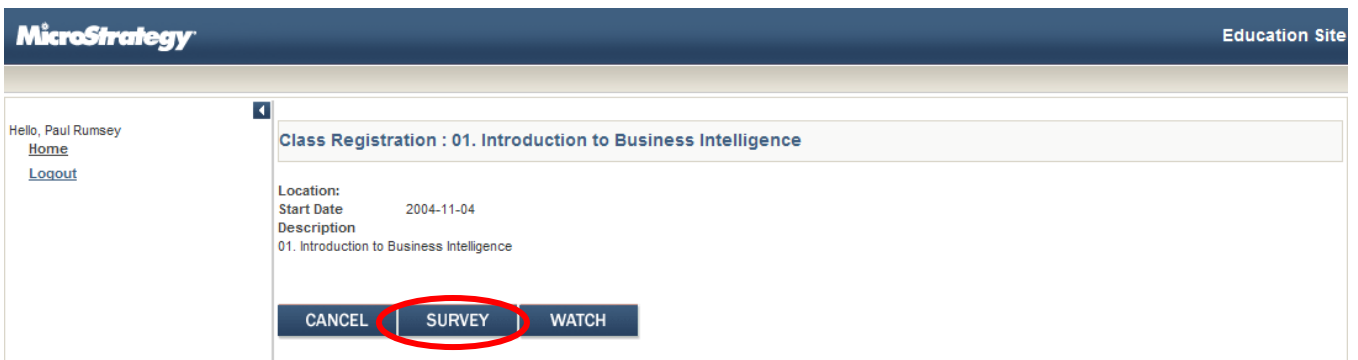


## ACCESSING YOUR ONLINE COURSES

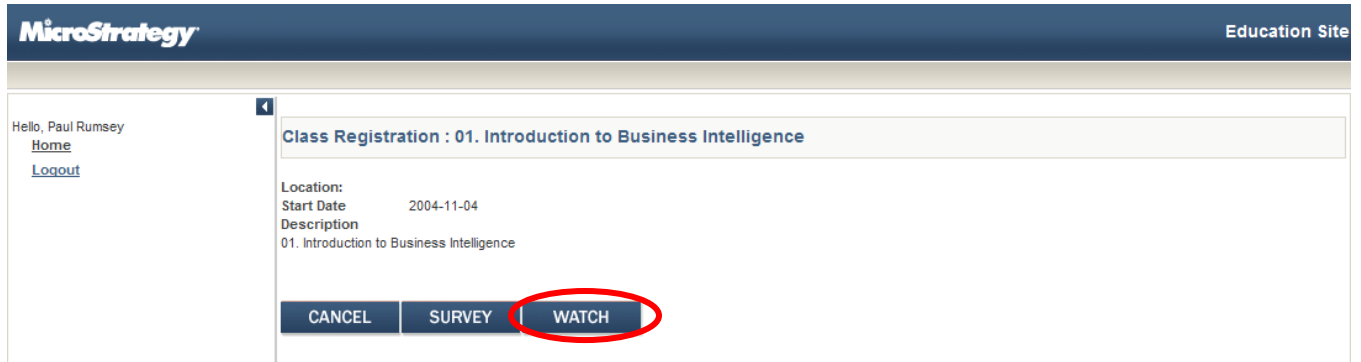
1. Click the name of the course to access the course.



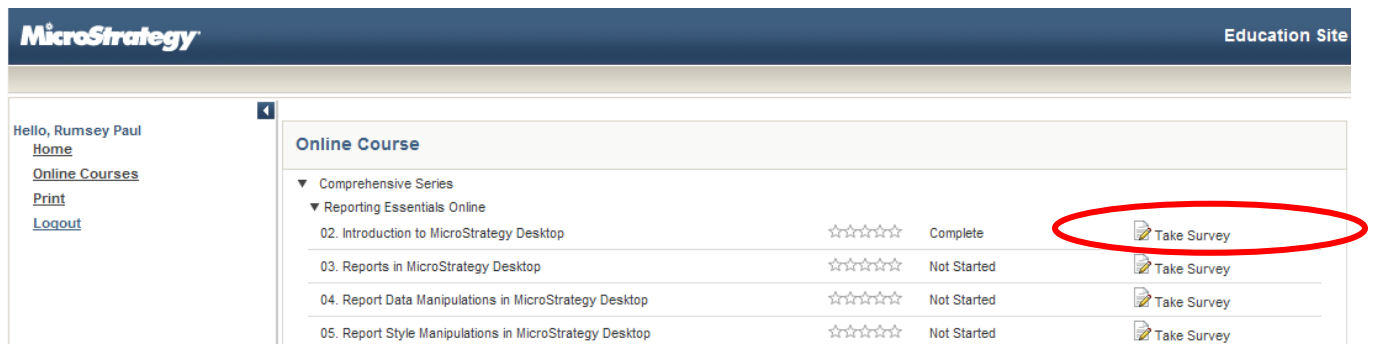
2. Many course pages will have a survey button. Click **Survey** to complete a quick survey about your background and interests. This information provides MicroStrategy with valuable information so it can update courses based on customer needs.



3. Click **Watch** to view the course.



4. After you have finished the course, please click **Take Survey** on the course list page to provide feedback on that course.



## QUESTIONS

If you have any questions related to the LMS, please contact MicroStrategy Education at [education@microstrategy.com](mailto:education@microstrategy.com).