



Microsoft Supplier Code of Conduct Training Platform

Supplier Training Manager User Guide

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Introduction

Microsoft expects Suppliers to act ethically and with integrity. Suppliers demonstrate this commitment by complying with our [Supplier Code of Conduct](#) (SCoC) and ensuring that their employees and subcontractors are trained on the SCoC.

Microsoft Suppliers must adhere to the following training requirements outlined in the Microsoft Supplier Code of Conduct (SCoC):

- **Suppliers shall administer and track annual SCoC training** to their managers, employees, and agents and ensure that they understand and comply with the contents of the SCoC, the applicable laws and regulations and generally recognized standards. This includes supplier personnel engaged as External Staff workers who are providing services to Microsoft, who will bill time to Microsoft, or who otherwise work on Microsoft matters. External Staff includes Vendors/Agency Temps (Contractors), Business Guests, and Outsourced Staff.
- **Suppliers must administer and track the annual course completions** through the [Microsoft e-learning training platform](#), a Microsoft-provided third-party platform.

Note The training platform is localized in 26 languages. There is no cost to suppliers for use of this platform.

Completing your role as training manager

As training manager for the Microsoft's Supplier Code of Conduct (SCoC) course, you are responsible for making sure that all company employees and subcontractors who are required to take SCoC training do so **on an annual basis**, and that each person completes the course **within 30 days of assignment**.

Your key tasks include:

- Determining who within your company needs to take the SCoC training.
- Notifying those individuals and assigning the training to them.
- Monitoring each person's completion of the training.

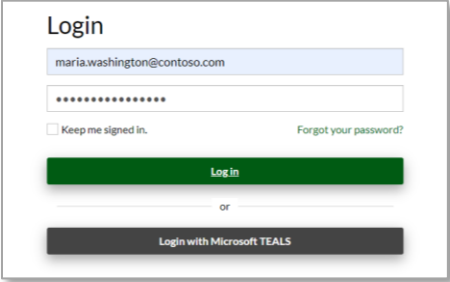
You will manage and monitor SCoC training using the [Microsoft e-learning training platform](#). All course-assignment emails sent from the training platform will come from microsoft@e-learningconsulting.com.

This guide provides the step-by-step instructions for you to log in to the training platform and successfully complete your tasks as the SCoC training manager.

Logging in to the training platform

You should have an email from microsoft@e-learningconsulting.com with your login username and password for the training platform.

1. In your browser, go to the training platform located at <https://microsoft.e-learningcourses.com>.
2. Enter the username and password you received in an email from microsoft@e-learningconsulting.com and select **Log In**.



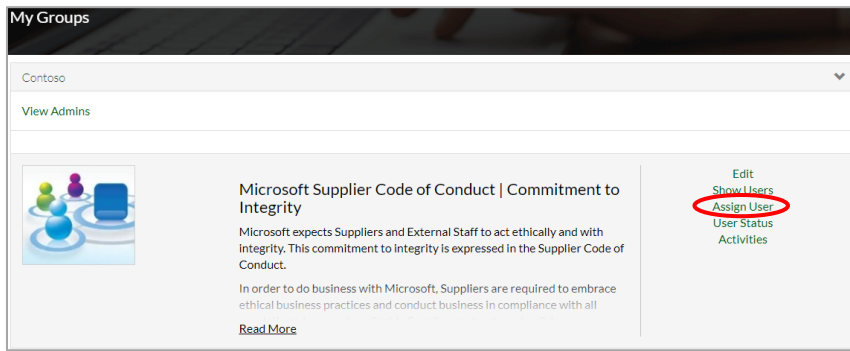
The screenshot shows a login form titled "Login". It contains a text input field for the username, which is pre-filled with "maria.washington@contoso.com". Below the username field is a password input field with masked characters. To the left of the password field is a checkbox labeled "Keep me signed in." and to the right is a link labeled "Forgot your password?". Below the password field is a green "Log In" button. Below the "Log In" button is the word "or" and a dark grey button labeled "Login with Microsoft TEALS".

Assigning the training course

Assign the SCoC training course **annually** to each person in your company who is required to take the course. When you assign the course, an invitation email is automatically sent to the person from microsoft@e-learningconsulting.com with the username and password they will use to access the training platform and complete the course.

Note The training must be completed within 30 days of assignment. Course participants will receive a reminder email until the course is completed.

3. Gather their **first name**, **last name** and **email address** of each person who is to take the training.
4. On the **My Groups** page, select **Assign User**.



5. **To assign the course to a single person**, click on the "Assign One User" button. Then enter the person's name and email address and select **Assign**.

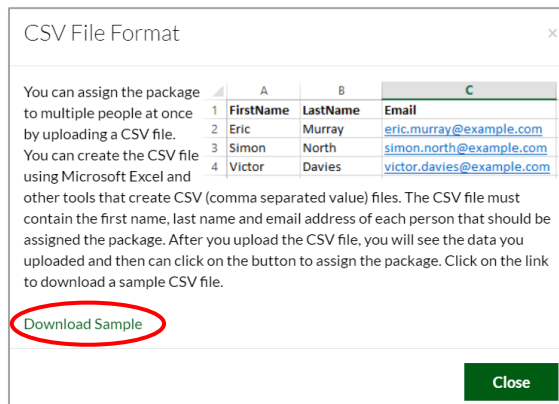
A screenshot of the 'Assign User' form. It has a title bar with 'Assign User' and a close button. The form contains three input fields: 'First Name', 'Last Name', and 'Email'. At the bottom right, there is a green 'Assign' button.

6. **To assign the course to multiple people at once**, complete these steps.

- a. Select the "?" symbol next to the "Assign With CSV" button.



- b. Select **Download Sample** to download a template for a comma-separated values (.csv) file.



- c. Open the **CSV file** in Excel. Then, replace the sample text and enter the first name, last name and email address of each person to be assigned the course.

	A	B	C
1	FirstName	LastName	Email
2	Eric	Murray	eric.murray@example.com
3	Simon	North	simon.north@example.com
4	Victor	Davies	victor.davies@example.com

- d. Select the **Assign With CSV** button to upload the **CSV file** containing the names and email addresses.



Once you upload the .csv file, you will see a list of those who have been assigned the course. Each person will receive an invitation email from microsoft@e-learningconsulting.com with username and password information to access the

training platform and take the course. **IMPORTANT:** Contact your IT organization if course-assignment emails are not reaching the inbox of your employees.

If you need to unassign someone from the SCoC training course, complete these steps.

1. On the main screen, select **Show Users**.
2. Select the **Unassign** link associated with the person's name.

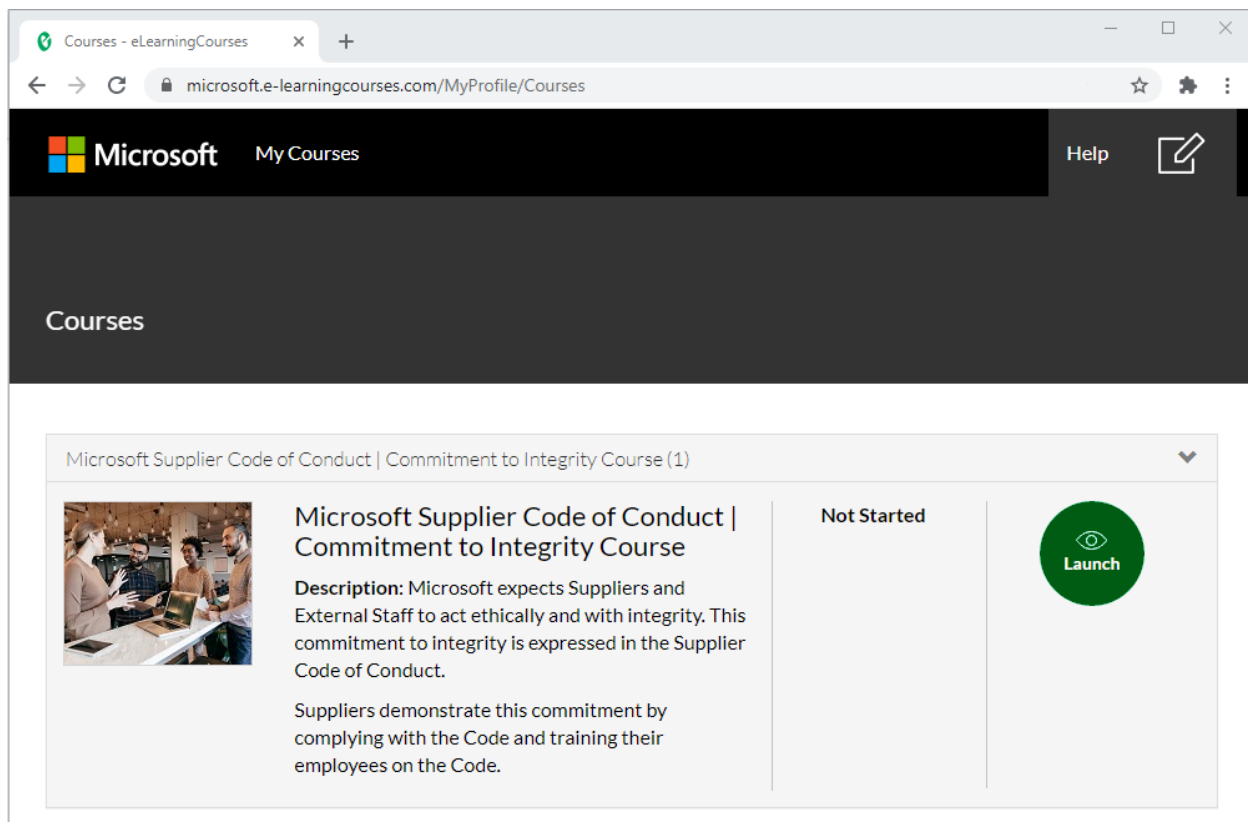
Courses		Users	
Username		Full Name	Invite Status ⓘ
Assign User		3 users	
Import CSV ⓘ			
ioan.aldea@contoso.com		Ioan Aldea	Delivered
ioan.balan@contoso.com		Ioan Balan	Delivered
katherine.chaban@contoso.com		Katherine Chaban	Delivered
			Resend Email Unassign
			Resend Email Unassign
			Resend Email Unassign

Assign the course to yourself

You can assign the course to yourself to fully understand the assignment process and to see what the learner experiences when the course is assigned to him/her.

When you assign the course, the learner will receive an email from microsoft@e-learningconsulting.com. The email will include the URL to the "My Courses" page of the training platform (<https://microsoft.e-learningcourses.com/MyProfile/Courses>). Most learners will access the training platform for the first time, so the course-assignment email will include a link to create a password.

When the learner logs in, he/she will see the "My Courses" page and will be able to launch the course (see screen shot below).

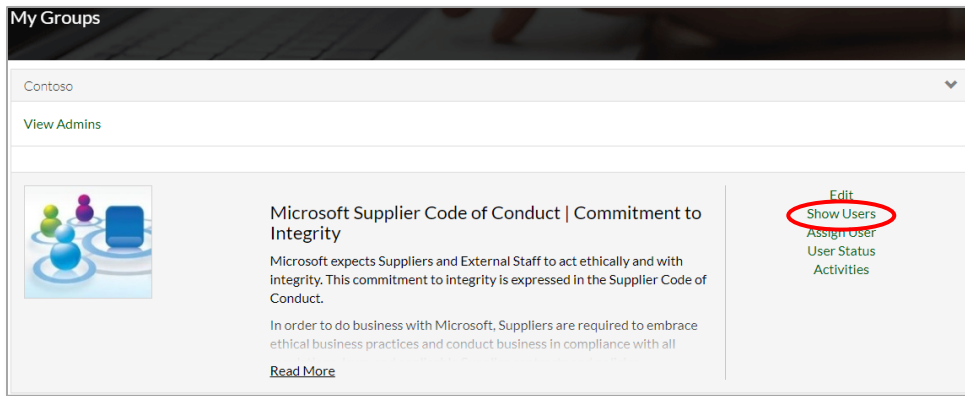


Checking the invite status

After making training assignments it's a good idea to check the delivery status of the email invites that are automatically sent from the training platform (microsoft@e-learningconsulting.com). You can resend an email if necessary.

Note In some cases, the email may go into a junk email folder or may not be delivered because of an invalid email address or due to a configuration problem with your email server that blocks delivery of emails from microsoft@e-learningconsulting.com.

1. On the main screen, select **Show Users**.



2. If an email invite was not delivered, you can select **Resend Email** to send another email invite to the person.

Courses		Users	
Username		Full Name	Invite Status ?
Assign User Import CSV ?			3 users
ioan.aldea@contoso.com		Ioan Aldea	Delivered
ioan.balan@contoso.com		Ioan Balan	Delivered
katherine.chaban@contoso.com		Katherine Chaban	Delivered

Checking course completion status

You must verify that each person assigned the SCoC training has successfully completed the course within 30 days of assignment. Follow these steps to see the overall completion numbers and results for each person who has taken the training. You can sort the online report and download the file to a CSV file.

1. On the main screen, select **User Status**.

User Status

Course

Microsoft Supplier Code of Cc

CSV

Complete: 4

Not Started: 1

In Progress: 1

% complete: 67

Enrollment from:

to

Search:

6 entries

Username

First Name

Last Name

Group

Supplier No

Enrollment

Completion

Status

To download the report to a CSV file click on the CSV button

User Status

Course: Microsoft Supplier Code of Cc CSV

Complete: 4
In Progress: 1
Not Started: 1
% complete: 67

Enrollment from: to

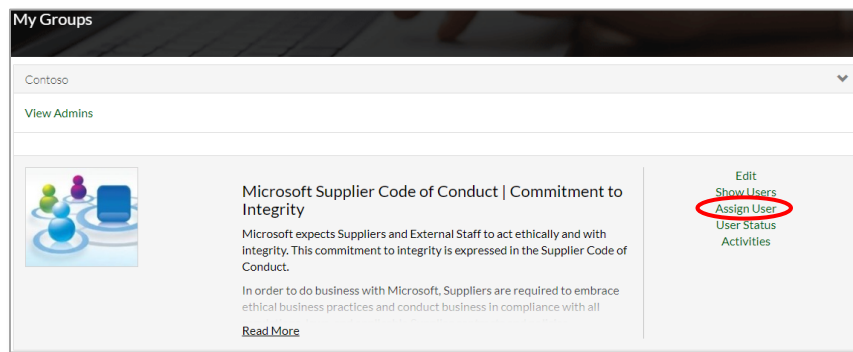
Search: 6 entries

Username	First Name	Last Name	Group	Supplier No	Enrollment	Completion	Status
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Reassigning the course for annual training

The SCoC training policy requires annual training. As your company's training manager, you select the time frame to conduct your company's annual SCoC training. To conduct annual training:

1. On the **My Groups** page, select **Assign User**.



2. Select the **Re-Assign With CSV** button to upload the **CSV file** containing the names and email addresses of the people you would like to re-assign the course.



The User Status report shows all course-completion statuses for all people assigned the course. You can add enrollment start and end dates to see the course-completion dates for your specific annual training period.

User Status

Course:

Complete: 4
In Progress: 1
Not Started: 1
% complete: 67

Enrollment from: to

Search:

Username	First Name	Last Name	Group	Supplier No	Enrollment	Completion	Status
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