Microsoft Learn Beginner Learning Path Walkthrough

This walkthrough outlines the process of accessing Microsoft Learn course offerings through the Center for Digital Transformation’s Learn webpage. By the end of this walkthrough, users will be able to:

- Locate the Learn webpage on the Center for Digital Transformation’s website.
- Access the Microsoft Learn service’s website.
- Sign into or create an account for Microsoft Learn.
- Browse Microsoft Learn course offerings.
- Filter Microsoft Learn courses to simplify course selection.
- Select and enroll in a Microsoft Learn course.

1. Open a web browser of your choice (Google Chrome was used for this example).
2. Type https://louisville.edu/digital-transformation/learn into the browser’s search bar and press Enter on your keyboard.
   - Alternatively, press the CTRL button on your keyboard and Left Click the blue hyperlink above.

3. The Center for Digital Transformation’s Learn webpage will launch in your browser.
4. Scroll down through the webpage until you reach a list of red hyperlinks listing the various student learning options available. For this example, **Left Click** the Microsoft Learn hyperlink (highlighted in the image below) to launch the Microsoft Learn homepage.
   - Alternatively, you can press the **CTRL** key on your keyboard and **Left Click** the following hyperlink to launch the Microsoft Learn homepage: [https://docs.microsoft.com/en-us/learn/](https://docs.microsoft.com/en-us/learn/)

5. **On the Microsoft Learn homepage, Left Click** the blue **Sign In** hyperlink to log into the account associated with your louisville.edu email address.
6. Once you have launched the sign in page, enter your louisville.edu email address and password into the popup window shown below.
   - If you are logging in for the first time, continue to Step 7.
   - If you have already created a Microsoft Learn account before, skip to Step 12.

7. If you are logging in for the first time, you should be presented with the screen below. **Left Click** the blue Next button in the bottom right corner of the screen, enter your desired display name, and determine if you wish to receive email notifications.
Create your profile

You have signed in with an account associated to an organization (r0suth01@louisville.edu). By becoming a member, you understand and acknowledge that your Microsoft Docs membership means our network of sites and applications will record and track your achievements and activities and we may share your results and activities with your organization. Additionally, your username, display name, profile picture, affiliation, achievements and activities will be publicly visible. You can hide your achievements and activities under settings.

Display name *
Sutherland, Robert Paul

8. Select any professional roles you are interested in pursuing or select I’m not sure yet.
9. Select your level of expertise (either Beginner, Intermediate, or Advanced). For this example, Beginner has been selected.

10. Select any Microsoft products or platforms you are interested in studying. For this example, Microsoft 365, Office, and Windows have been selected.
    - Alternatively, if you do not know which products you’re interested in, **Left Click the I’m not sure yet hyperlink.**
11. Your Microsoft Learn account is now completely set up. **Left Click** the Blue OK button.

![You are all set](image)

12. You will be returned to the Microsoft Learn homepage. **Left Click** the Products dropdown menu and **Left Click** the Browse all paths hyperlink to view Microsoft Learn course offerings.
13. On the left side of your screen, filter the list of course results based on your specific search criteria. For this example, the Microsoft 365 Product, Beginner Level, and Learning Path Type have been selected to find Beginner Microsoft 365 Learning Paths.

![Filter UI](image)

14. Once you have filtered your results, locate a course that interests you and **Left Click** the title. For this example, we have selected the “Manage team collaboration with Microsoft Teams” course.

![Course Selection UI](image)
15. After selecting your course from the list of available courses, **Left Click** the Blue **Start** button to begin your Learning Path.