

Learning Partner Management System Sprint 5.0 Release Notes



On May 4, 2013, the WWLPC Operations Team successfully released version 5.0 of the Learning Partner Management System (LPMS) tool. This release is a part of our ongoing effort in continuously improving the tool by providing additional features and capabilities for our Learning Partner community. Cisco Learning Distributors and Cisco Learning Partners will continue to see the benefits of these releases over the course of the fiscal year. Highlights of this release include:

- The Site ID now displays on the Partner registration and site selection screen.
- Partners can now update Financial Contact and Learning Store information for the HQ and additional sites.
- CLDs can now manage their own CCSIs as well as their partners, i.e. ICPs, TTTs, Manage Instructors.

CLDs and Learning Partners can review the detailed instructions below regarding the new features.

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I. LPMS Login

1. Go to the LPMS site at <http://www.cisco.com/go/lpms>
2. Enter your **User Name** and **Password** and click the **Login** button.

II. Partner Registration Screen Format Changes

The Site ID will now display for any registered sites.

1. Click the **Edit Partner Info** link.

The Partner registration and site selection screen will display.

- Registered sites are shown in bold font and the checkbox is marked in the Select column.
- The Site ID for the registered site is shown in blue font.
- Sites that are not registered are not and no Site ID is shown. The checkbox is not marked in the Select column.
- The radio button indicates the Headquarters site.
- Click on any of the headers to sort by that column in ascending or descending order.
- SysAdmin Contacts for a registered site display in the Selected SysAdmin Contacts Column.

Partner registration and site selection

Instructions: Select the company(ies) that you will use toward meeting your program requirements.

Note:
 (1) You can only select one headquarters location.
 (2) You must select one application you choose.
 (3) Partner application is approved by...

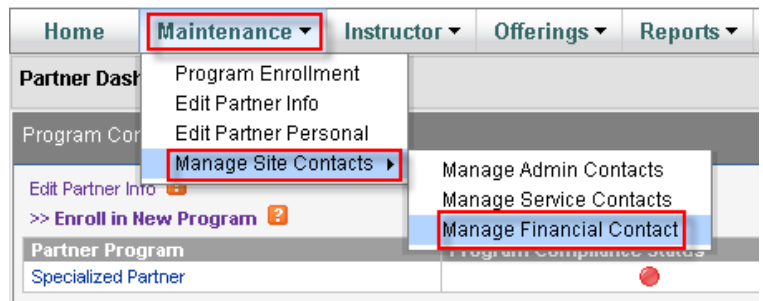
Select	Headquarters	Site Name - LPMS Site ID	Site Address	Theater	Country	State	Select a SysAdmin	Selected SysAdmin Contacts
<input type="checkbox"/>		Company 123				NC	Select Contact	
<input type="checkbox"/>		Company XYZ	7007 McCormick Chicago	US,Canada,LATAM	USA	NC	Select Contact	
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Company ABC - 12121	1 Green St. San Jose				Select Contact	jsmith, dgreen
<input checked="" type="checkbox"/>	<input type="radio"/>	Company DEF - 12122	201 North Main				Select Contact	betty jones

III. Financial Contact Information

Specialized Direct Learning Partners can now update the name, email address, phone number, and the Learning Store CCO ID for a financial contact in LPMS for the Headquarter (HQ) and any additional sites.

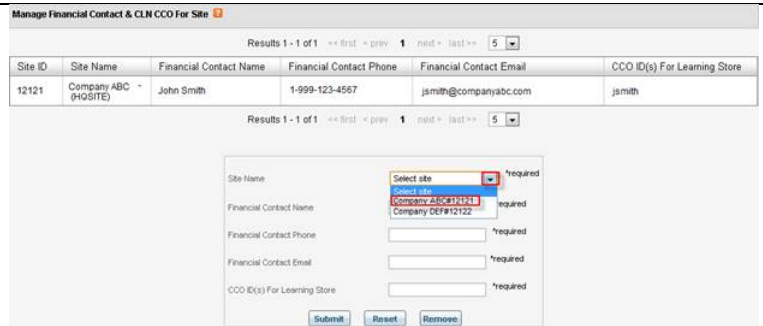
To update the financial contact information in LPMS for the HQ site or additional sites, follow these steps:

1. Hover on **Maintenance > Manage Site Contacts**
2. Click **Manage Financial Contact**

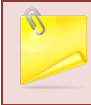


3. Click the **Site Name** drop down and select the location.


The screen will refresh and display the current financial contact information for that location.



4. Enter/update the information as needed:
 - a. **Financial Contact Name** – Enter the first and last name.
 - b. **Financial Contact Phone** – Enter the phone number.
 - c. **Financial Contact Email** – Enter the email address.

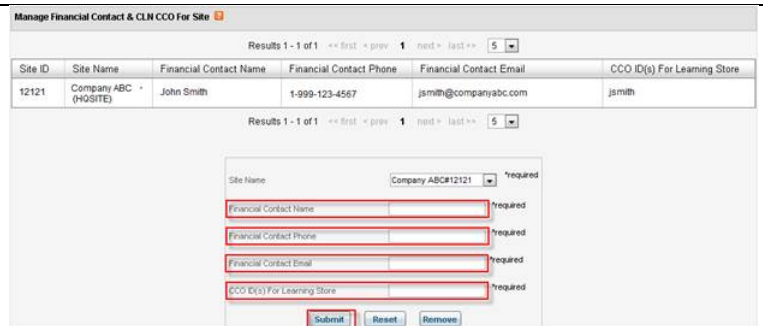
 *The email address must contain the “@” symbol and a valid domain, i.e. “.com”, “.net”, etc.*

- d. **CCO ID(s) for Learning Store** – Enter the CCO ID of the user with learning store access.

 *You can enter multiple CCO IDs separated by a comma.*

5. Click the **Submit** button.

The screen will refresh and display a success message that the information was saved. It will also display the current financial contact information for any locations that contain financial contact information.



Success
Financial Contact & CLN CCO User ID saved For Site: 12121

Site ID	Site Name	Financial Contact Name	Financial Contact Phone	Financial Contact Email	CCO ID(s) For Learning Store
12121	Company ABC (SITE)	John Smith	999-122-1010	jsmith@companybctest.com	jsmith
12122	Company DEF (HQSITE)	Betty Jones	999-122-1111	bjones@companydefest.com	bettyjones

III. Financial Contact Information



Click the **Reset** button to clear any information that was entered or selected and the form will reset.

An email notification is sent confirming the changes to the financial contact information.

Sample Email

From: lpms-system(mailer list)
Sent: Wednesday, May 01, 2013 2:25 PM
To:
Cc:
Subject: Partner Data Changes - [Company ABC]

Hello Company ABC (12121),

This is to confirm that you have made the following changes to your : Financial Contact / CLN Store CCO ID

Old Value	New Value
Name: Test Name Email: test_name@fe.com Phone Number:4997070000	Name: John Smith Email: jsmith@companyabc.com Phone Number:602-122-1010
test	jsmith

Thank you.
 Cisco Worldwide Learning Partner Channel
www.cisco.com/go/learningpartners

To remove a financial contact (except for the HQ site), follow these steps:

1. Click the **Site Name** drop down and select the location (or click on the name in top section – selection will be highlighted in blue).
2. Click the **Remove** button.

The screen will refresh and display a success message that the information was removed. The financial contact that was removed will no longer appear.

Manage Financial Contact & CLN CCO For Site

Results 1 - 2 of 2 << first < prev 1 next > last >> 5

Site ID	Site Name	Financial Contact Name	Financial Contact Phone	Financial Contact Email	CCO ID(s) For Learning Store
12121	Company ABC - (SITE)	John Smith	999-122-1010	jsmith@companyabctest.com	jsmith
12122	Company DEF - (HQSITE)	Betty Jones	999-122-1111	bjones@companydefest.com	bettyjones

Results 1 - 2 of 2 << first < prev 1 next > last >> 5

Site Name: Company ABC#12121 *required

Financial Contact Name: John Smith *required

Financial Contact Phone: 999-122-1010 *required

Financial Contact Email: jsmith@companyabctest.c *required

CCO ID(s) For Learning Store: jsmith *required

Submit Reset Remove

Success
 Financial Contact & CLN CCO User ID removed For Site : 12121

Manage Financial Contact & CLN CCO For Site

Results 1 - 1 of 1 << first < prev 1 next > last >> 5

Site ID	Site Name	Financial Contact Name	Financial Contact Phone	Financial Contact Email	CCO ID(s) For Learning Store
12122	Company DEF - (HQSITE)	Betty Jones	999-122-1111	bjones@companydefest.com	bettyjones

IV. CLD CCSI Management

CLDs now have the ability to manage CCSI information as follows:

- Enroll a CCSI in an Instructor Certification Program (ICP) event
- Enroll a CCSI in a Train The Trainer (TTT) event
- Manage CCSIs which includes updating CCSI information, adding certifications, releasing instructors, and re-instating instructors

A. Enrollment

To enroll an instructor in an Instructor Certification Program (ICP) event, follow the steps below:

1. Hover over **Instructor** on the top menu.
2. Click **Enrollment**.



3. Enter the instructor's CSCO ID in the **CSCO ID** field.
4. Click the **Go** button.

A screenshot of a web form titled 'Instructor Enrollment - Candidate Information'. The form is divided into two sections. The top section shows a 'CSCO ID' field with a red box around it and a 'GO' button. Below this are fields for 'Requested Date' (02-May-2013), 'First Name*', 'Last Name*', 'CSCO ID*', 'CCO User ID*', 'Primary Email*', 'Secondary Email*', 'Preferred Email*' (with checkboxes for 'Primary Email' and 'Secondary Email'), 'Phone*', 'Proctor' (a dropdown menu set to 'No'), and 'Proctor Date'. The bottom section shows the same form with the 'CSCO ID' field populated with 'CSCO11000110' and the 'GO' button. The other fields are also populated: 'Requested Date' (02-May-2013), 'First Name*' (Brent), 'Last Name*' (Smith), 'CSCO ID*' (CSCO11000110), 'CCO User ID*' (brent.smith), 'Primary Email*' (bsmith@companyabc.com), 'Secondary Email*' (bsmithtest@yahoo.com), 'Preferred Email*' (with 'Secondary Email' checked), 'Phone*' (999-123-1445), and 'Proctor' (No).

The screen will refresh and display the CCSI information.

A. Enrollment

- Click the **Course** drop down and select a course.

Course*

#Select Course

#Select Course

1 TTT 1

2 TTT 2

802.1X 1.0

A901E 1

ACEAP 1.0

ACEDES 1.0

ACESM 2.0

ACNS 5.5

ACS 5.2

ACUCM 8.0

ADLAN-T 1

ADS 1

ADVDBDS 1

ADVDBDS-1 1

AM-CSE 2.0

AMPLS 4

ARCH 2.1

ARSFE 2.0

ASISR 3.0

- Enter the event location in the **Training Host** field.

Certification Information

Initial Course: Request the instructor's initial certification by filling out course attendance and information

Course* Training Host* Course Completion Date*

List of additional certifications added to enrolling instructor

Course	Training Host	Course Completion Date	Select to remove

- Click the **Calendar** icon and select a date (date must be prior to today's date).
- Click the **Add** button.

Course Completion Date*

on Date Select to remove

ext > last >>

Course Cor

30/May/2011

Select Date

Show Calendar

< May 2013 >

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

The screen will refresh and display the certification information.

Certification Information

Initial Course: Request the instructor's initial certification by filling out course attendance and information

Course* Training Host* Course Completion Date*

List of additional certifications added to enrolling instructor

Course	Training Host	Course Completion Date	Select to remove
1 TTT 1	WebEx	01-May-2013	<input type="checkbox"/>

A. Enrollment

9. Click the **Submit** button.

The screen will refresh and display a success message.

Certification Information
Initial Course: Request the instructor's initial certification by filling out course attendance and information

Course* Training Host* Course Completion Date*

#Select Course

List of additional certifications added to enrolling instructor

Course	Training Host	Course Completion Date	Select to remove
1 TTT 1	WebEx	01-May-2013	<input type="checkbox"/>

List of previous certifications to be activated

Results 1 - 1 of 1 << first < prev 1 next > last >> 5

SL No	Course Id	Course Code	Course Completion Date
1	5634	TRN-ICND1 1.1	30May2011

Results 1 - 1 of 1 << first < prev 1 next > last >> 5

Success

ICP Enrollment request Ref# 31868 has been added to the Database successfully.

To remove a certification, follow the steps below:

1. Click the **Select to remove** checkbox.
2. Click the **Remove** button.

Certification Information
Initial Course: Request the instructor's initial certification by filling out course attendance and information

Course* Training Host* Course Completion Date*

#Select Course

List of additional certifications added to enrolling instructor

Course	Training Host	Course Completion Date	Select to remove
1 TTT 1	WebEx	01-May-2013	<input checked="" type="checkbox"/>

B. Manage Instructor

The Manage Instructor functionality includes the ability to:

- Update instructor information
- Add additional certifications
- Re-instate instructor
- Release instructor

1) Update Instructor

To update instructor information, follow the steps below:

1. Hover over **Instructor** on the top menu.
2. Click **Manage Instructor**.

Learning Partner Management System

Home Maintenance **Instructor** Offerings Reports Logout

Partner Dashboard for ACADEMY Enrollment **Manage Instructor**

Program Compliance Status ? TTT Enrollment

3. Click the **CCSI Status** drop down to filter by a particular status.



This filter is optional. If a status is selected, then the Site Names and CCSI drop downs will only display instructors with that particular status. If a status is not selected, then all statuses will appear. See [CCSI Status Description](#) for status definitions.

Update Additional Certifications Re-Instate Release

Select Instructor

CCSI Status **Select One**

Site Names ACTIVE ICP_PASS NCTA

Select CCSI NEW PCTA XCTA

1) Update Instructor

4. Click the **Site Names** drop down and select a location.

The CCSI field will be filtered and only display instructors for that location.

Update Additional Certifications Re-Instate Release

Select Instructor

CCSI Status Select One

Site Names Company ABC - CLD SiteId:12121
Company DEF - LPA SiteId:12122
Company GHI - LPA SiteId:12123

Select CCSI

Update Instru

Instructor Ca

Request Date

CCSI No

First Name

5. Enter the CCSI number to filter the results or click the **Select CCSI** drop down and select a CCSI Name/Number.

The screen will refresh and display the Instructor Candidate Information, Cisco Learning Partner Company Information, Instructor Certification History, and TT Registration History.

Update Additional Certifications Re-Instate Release

Select Instructor

CCSI Status Select One

Site Names Company ABC - CLD - SiteId:12121

Select CCSI 10
Brent Smith - 10001
Betty Jones - 10002

Update Instru

6. Update the instructor information as needed:
- First Name** – Enter the first name
 - Last Name** – Enter the last name
 - Secondary Email** – Enter the secondary email address
 - Preferred Email** – Click the checkbox to select/deselect the Primary and/or Secondary email address
 - Phone** – Enter the phone number



Click the *Cisco Learning Partner Company Information* link to view company information.

Update Instructor Info Cisco Learning Partner Company Information

Instructor Candidate Information

Request Date 2009-11-12

CCSI No 10001

First Name Brent

Last Name Smith

CSCO ID CSC011000110

CCO User ID brent.smith

Primary Email bsmith@companyabc.com

Secondary Email bsmithtest@yahoo.com

Preferred Email Primary E-mail Secondary E-mail

Phone 999-123-1445

7. Click the **Submit** button to save the changes.

Instructor Certification History

Currently Certified courses

Previously Certified Courses

TTT Registrations History

For inquiries, open a support request at www.cisco.com/go/iphelp.
IMPORTANT: Check that you have filled all required fields.

Submit

1) Update Instructor



Click the Collapse icon to expand or hide a section.

Instructor Certification History

Currently Certified courses

Previously Certified Courses

TTT Registrations History

2) Additional Certifications

To update instructor information, follow the steps below:

1. Hover over **Instructor** on the top menu.
2. Click the **Manage Instructor** sub tab.

Learning Partner Management System

Home Maintenance **Instructor** Offerings Reports Logout

Partner Dashboard for ACADEMY Enrollment **Manage Instructor**

Program Compliance Status TTT Enrollment

3. Click the **Additional Certification** tab.

Update **Additional Certifications** Re-Instate Release

Select Instructor

4. Enter the location name to filter or click the **Site Names** drop down and select a location.

The CCSI field will be filtered and only display instructors for that location.

Update **Additional Certifications** Re-Instate Release

Select Instructor

Site Names

Select CCSI Company ABC - CLD SiteId:12121
Company DEF - LPA SiteId:12122
Company GHI - LPA SiteId:12123

Additional Ce

Instructor Ca

Request Date

CCSI #

CSCO ID

CCO User ID

5. Enter the CCSI number to filter the results or click the **Select CCSI** drop down and select a CCSI Name/Number.

Update **Additional Certifications** Re-Instate Release

Select Instructor

Site Names Company ABC - CLD - SiteId:12121

Select CCSI

Brent Smith - 10001
Betty Jones - 10002

2) Additional Certifications

The screen will refresh and display the Instructor Candidate Information.

Additional Certifications [Cisco Learning Partner Company Information](#)

Instructor Candidate Information

Request Date	2003-06-12
CCSI #	10001
CSCO ID	CSCO11000110
CCO User ID	brent.smith
First Name	Brent
Last Name	Smith
Primary Email	bsmith@companyabc.com
Secondary Email	bsmithtest@yahoo.com
Phone	999-123-1445

I agree to sponsor the above listed instructor in the Cisco Learning Partner Program.

6. Click the **Course** drop down and select a course.

Instructor Candidate Inform

#Select Course

- 1 TTT 1
- 2 TTT 2
- 802.1X 1.0
- A901E 1
- ACEAP 1.0
- ACEDES 1.0
- ACESM 2.0
- ACNS 5.5
- ACS 5.2
- ACUCM 8.0
- ADLAN-T 1
- ADS 1
- ADVDBDS 1
- ADVDBDS-1 1
- AM-CSE 2.0
- AMPLS 4
- ARCH 2.1
- ARSFE 2.0
- ASISR 3.0

#Select Course

List of additional certifications

Course

7. Enter the event location in the **Training Host** field.

Course* Training Host* Course Completion Date*

8. Click the **Calendar** icon and select a date (date must be prior to today's date).
9. Click the **Add** button.

Course Completion Date*

Select Date

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Course* Training Host* Course Completion Date*

List of additional certifications added to enrolling instructor

Course	Training Host	Course Completion Date	Select to remove
802.1X 1.0	WebEx	05-May-2013	<input type="checkbox"/>

The screen will refresh and display the certification information.

2) Additional Certifications

- Click the **"I agree to sponsor the above listed instructor in the Cisco Learning Partner Program"** checkbox.
- Click the **Submit** button to add the certification for the instructor.

I agree to sponsor the above listed instructor in the Cisco Learning Partner Program.

Course* Training Host* Course Completion Date*

#Select Course [dropdown] [Add] [Remove]

List of additional certifications added to enrolling instructor			
Course	Training Host	Course Completion Date	Select to remove
ARCH 2.1	WebEx	05-May-2013	<input type="checkbox"/>

Comments

For inquiries, open a support request at www.cisco.com/go/iphelp.
IMPORTANT: Check that you have filled all required fields.

[Submit]

The screen will refresh and display a success message.

Success
 Additional Certification request for CCSI#10001 has been submitted successfully. You will receive confirmation via email

To remove a certification, follow the steps below:

- Click the **Select to remove** checkbox
- Click the **Remove** button.

Course* Training Host* Course Completion Date*

#Select Course [dropdown] [Add] [Remove]

List of additional certifications added to enrolling instructor			
Course	Training Host	Course Completion Date	Select to remove
802.1X 1.0	WebEx	05-May-2013	<input checked="" type="checkbox"/>

3) Re-instate Instructor

To update instructor information, follow the steps below:

- Hover over **Instructor** on the top menu.
- Click the **Manage Instructor** sub tab.

Learning Partner Management System

Home Maintenance **Instructor** Offerings Reports Logout

Partner Dashboard for ACADEMY Enrollment **Manage Instructor**

Program Compliance Status ? TTT Enrollment

- Click the **Re-Instate** tab.

Update Additional Certifications **Re-Instate** Release

Select Instructor

CCSI Number [input] Go ?

- Enter the **CCSI Number** and click the **Go** button.

Update Additional Certifications **Re-Instate** Release

Select Instructor

CCSI Number [input] Go ?

3) Re-instate Instructor

The screen will refresh and display the instructor information.

Select Instructor
CCSI Number: 10001

Re-Instate [Cisco Learning Partner Company Information](#)

CCSI Information

CCSI Name	Brent Smith
CSCO ID	CSCO11000110
CCO User ID	brent.smith
Primary Email	bsmith@companyabc.com
Secondary Email	bsmithtest@yahoo.com
Release Date	06-may-2013
Status	TRANSITION

Enter the Course Certification Information for which instructor need to be Reinstated if there are no course listed in the Previously Certified Courses:

If no courses are listed in the Previously Certified Courses section, then enter Course Certification Information when reinstating the instructor:

5. Click the **Course** drop down and select a course.

Course*

#Select Course

- 1 TTT 1
- 2 TTT 2
- 802.1X 1.0
- A901E 1
- ACEAP 1.0
- ACEDES 1.0
- ACESM 2.0
- ACNS 5.5
- ACS 5.2
- ACUCM 8.0
- ADLAN-T 1
- ADS 1
- ADVDBDS 1
- ADVDBDS-1 1
- AM-CSE 2.0
- AMPLS 4
- ARCH 2.1
- ARSFE 2.0
- ASISR 3.0

6. Enter the event location in the **Training Host** field.

Course* #Select Course **Training Host*** **Course Completion Date***

Add Remove

7. Click the **Calendar** icon and select a date (date must be prior to today's date).
8. Click the **Add** button.

Course Completion Date*

Show Calendar

May 2013

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Add Remove

The screen will refresh and display the certification information.

Course	Training Host	Course Completion Date	Select to remove
802.1X 1.0	WebEx	05-May-2013	<input type="checkbox"/>

3) Re-instate Instructor

- Click the **Submit** button to release the instructor.

The screen will refresh and display a success message.

List of certifications to be activated

Previously Certified courses

Previously Certified courses but end of life

For inquiries, open a support request at www.cisco.com/go/lphelp..

IMPORTANT: Check that you have filled all required fields.

Submit

Success

Re-Instatement request for CCSI# 10001 has been submitted successfully. You will receive confirmation via email.

To remove a certification, follow the steps below:

- Click the **Select to remove** checkbox
- Click the **Remove** button.

Course*	Training Host*	Course Completion Date*	
#Select Course			<input type="button" value="Add"/> <input type="button" value="Remove"/>
List of additional certifications added to enrolling instructor			
Course	Training Host	Course Completion Date	Select to remove
802.1X 1.0	WebEx	05-May-2013	<input type="checkbox"/>

4) Release Instructor

To update instructor information, follow the steps below:

- Hover over **Instructor** on the top menu.
- Click the **Manage Instructor** sub tab.

Learning Partner Management System

Home	Maintenance	Instructor	Offerings	Reports	Logout
Partner Dashboard for ACADEMY		Enrollment			
Program Compliance Status ?		Manage Instructor			
		TTT Enrollment			

- Click the **Release** tab.

Home	Maintenance	Instructor	Reports	Logout
Update	Additional Certifications	Re-Instate	Release	
Select Instructor				
CCSI Status	Select One			
Site Names				
Select CCSI				

- Click the **CCSI Status** drop down to filter by a particular status.



This filter is optional. If a status is selected, then the Site Names and CCSI drop downs will only display instructors with that particular status. If a status is not selected, then all statuses will appear. See [CCSI Status Description](#) for status definitions.

Update	Additional Certifications	Re-Instate	Release
Select Instructor			
CCSI Status	Select One		
Site Names	ACTIVE		
	ICP_PASS		
	NCTA		
Select CCSI	PCTA		
	XCTA		

4) Release Instructor

5. Enter the location name to filter or click the **Site Names** drop down and select a location.

The CCSI field will be filtered and only display instructors for that location.

Update Additional Certifications Re-Instate **Release**

Select Instructor

CCSI Status

Site Names

Select CCSI

- Company ABC - CLD SiteId:12121
- Company DEF - LPA SiteId:12122
- Company GHI - LPA SiteId:12123

Release

Instructor Candidate Information

CCSI #

CCSI Name

CSCO ID

CCO User ID

6. Enter the CCSI number to filter the results or click the **Select CCSI** drop down and select a CCSI Name/Number.

The screen will refresh and display the Instructor Candidate Information.

Update Additional Certifications Re-Instate **Release**

Select Instructor

CCSI Status

Site Names

Select CCSI

- Brent Smith - 10001
- Betty Jones - 10002

7. Click the radio button for the **Reason for Release**.
8. Enter **Comments** if "Other" is selected.

Select CCSI

Release Cisco Learning Partner Company Information

Instructor Candidate Information

CCSI #

CCSI Name

CSCO ID

CCO User ID

Primary Email

Secondary Email

Release Date

Reason for Release

Please select at least one of the given reasons. You are required to fill in the Comments if you select "Other".

Laid Off

CCSI Quit

No Longer Teaching Course

Other

Comments (if others)

Released By

First Name

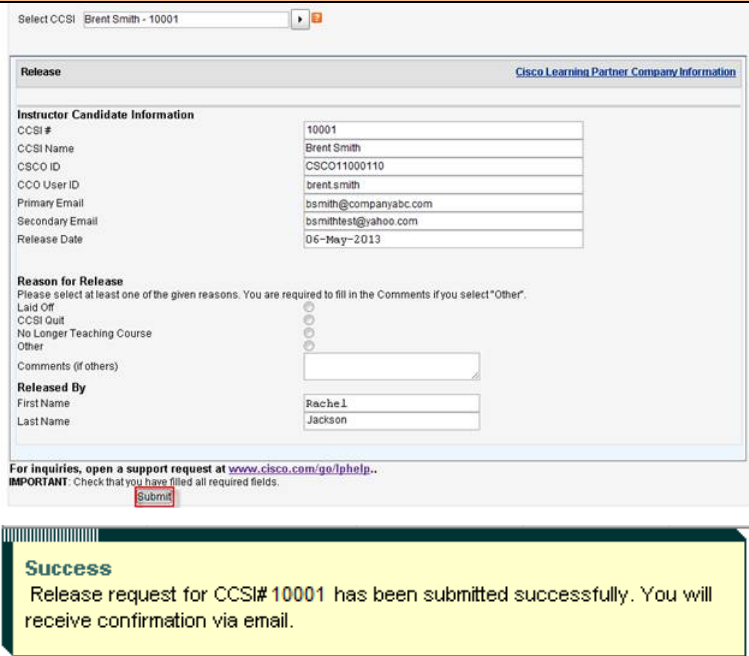
Last Name

For inquiries, open a support request at www.cisco.com/go/iphelp.
IMPORTANT: Check that you have filled all required fields.

4) Release Instructor

- Click the **Submit** button to release the instructor.

The screen will refresh and display a success message.



Select CCSI: Brent Smith - 10001

Release Cisco Learning Partner Company Information

Instructor Candidate Information

CCSI #	10001
CCSI Name	Brent Smith
CSCO ID	CSCO11000110
CCO User ID	brent.smith
Primary Email	bsmith@companyabc.com
Secondary Email	bsmithtest@yahoo.com
Release Date	06-May-2013

Reason for Release
Please select at least one of the given reasons. You are required to fill in the Comments if you select "Other".

Laid Off

CCSI Quit

No Longer Teaching Course

Other

Comments (if others)

Released By

First Name	Rachel
Last Name	Jackson

For inquiries, open a support request at www.cisco.com/go/help.
IMPORTANT: Check that you have filled all required fields.

Submit

Success
Release request for CCSI# 10001 has been submitted successfully. You will receive confirmation via email.

C. TTT Enrollment

To enroll an instructor in a Train the Trainer (TTT) event, follow the steps below:

- Hover over **Instructor** on the top menu.
- Click **TTT Enrollment**.

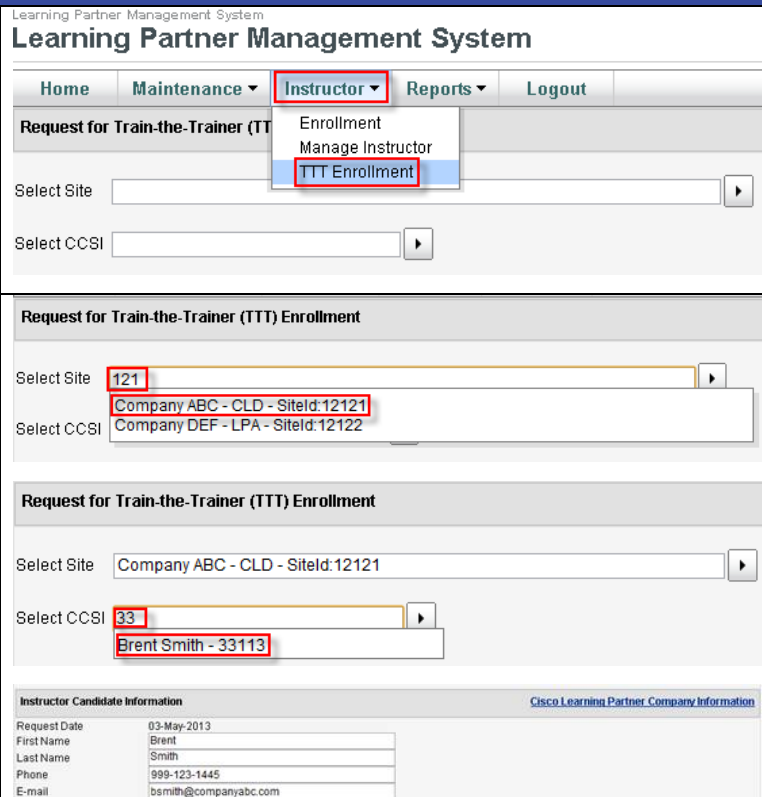
- Enter the Site ID (or Name) to filter the list (or click the drop down arrow) for **Select Site** and click on the site location.

- Enter the CCSI number (or Name) to filter the list (or click the drop down arrow) for **Select CCSI** and click on the CCSI name.

The screen will refresh and display the Instructor Candidate Information.



Click the Cisco Learning Partner Company Information to view detailed information.



Learning Partner Management System

Learning Partner Management System

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Request for Train-the-Trainer (TTT) Enrollment
Enrollment
Manage Instructor
TTT Enrollment

Select Site

Select CCSI

Request for Train-the-Trainer (TTT) Enrollment

Select Site

Select CCSI

Instructor Candidate Information Cisco Learning Partner Company Information

Request Date	03-May-2013
First Name	Brent
Last Name	Smith
Phone	999-123-1445
E-mail	bsmith@companyabc.com

C. TTT Enrollment

- Click one or more checkboxes to select a TTT event.



Click any of the headers to sort by that column, i.e. Event Date, Event Location, or Event Name.



Navigation tips:

- Click the [<< first](#) link to go to the first page.
- Click the [< prev](#) link to go to the previous page.
- Click any number link to go to a specific page.
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- Click the [last >>](#) link to go to the last page.
- Click the page drop down to go to a specific page number.

Event Information

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Select Event	Event Date	Event Location	Event Name
<input type="checkbox"/>	02/27/2013	Virtual WebEx 7:00 - 13:00 PDT	ICND1 v2.0 (Part 1) Virtual TTT
<input type="checkbox"/>	02/28/2012	Webex 7:00 - 19:00 PST	On Demand SPROUTE v1.0 TTT
<input type="checkbox"/>	03/02/2012	Webex 7:00 - 19:00 PST	On Demand SPADVROUTE v1.0 TTT
<input checked="" type="checkbox"/>	03/06/2013	Virtual WebEx 7:00 - 13:00 PDT	ICND2 v2.0 (Part 2) Virtual TTT
<input checked="" type="checkbox"/>	03/15/2013	WebEx 7:00 - 13:00 PDT	ICND1 v2.0 OnDemand TTT
<input type="checkbox"/>	03/15/2013	WebEx 7:00 - 13:00 PDT	ICND2 v2.0 OnDemand TTT
<input type="checkbox"/>	03/19/2012	Webex 8:00 - 16:00 PST	LVCI: Leading Virtual Classroom Instruction (VC) - Mar 19-23
<input type="checkbox"/>	03/22/2012	Webex -	OnDemand DCUCTS v1.0 TTT
<input type="checkbox"/>	03/23/2012	Webex 7:00 - 9:00 PST	OnDemand SPCORE TTT
<input type="checkbox"/>	03/23/2012	Webex 7:00 - 9:00 PST	OnDemand SPEDGE TTT

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To add any required pre-requisites, follow the steps below:

- Click the **Course** drop down and select a course.
- Enter the event location in the **Training Host** field.
- Click the **Date** icon and select a date (date must be prior to today's date).
- Click the **Add** button.

#Select Course ▾

1 TTT 1	02/05/2013	WebEx 7:00 - 13:00 PDT	DCUCT v5 On Demand TTT
2 TTT 2	02/09/2011	WebEx -	On Demand DESGN v2.1 TTT
802.1X 1.0	02/09/2012	Webex 7:00 - PST	On Demand IINS v2.0
AS9TE 1	02/14/2012	Webex 19:00 - 21:00 PST	Cisco Virtual Instruction Specialist Session 2
ACESP 1.0	02/14/2012	Webex 7:00 - 9:00 PST	ITUCX v8.5 On Demand TTT
ACEDES 1.0	02/21/2011	WebEx -	On Demand DCSNS v4.0 TTT
ACSM 2.0	02/22/2011	WebEx -	On Demand ICSNS & IASNS v4.0 2nd Delivery TTT
ACS 5.5	02/22/2011	WebEx -	On Demand ICSNS & IASNS v4.0 1st Delivery TTT
ACUCM 8.0			
ADLAN-1 1			
ADS 1			
ADVDBDS-1			
ADVDBDS-1 1			
AM-CSE 2.0			
AMPLS 4			
ARCH 2.1			
ARSPE 2.0			
ASISR 3.0			

Results 1 - 10 of 78 << first < prev 1 2 3 4 5 6 7 8 next > last >> 10 ▾

d - use as many as apply)

#Select Course ▾ Training Host _____ Date _____ Add Remove

Pre-requisites (if required - use as many as apply)

Course #Select Course ▾ Training Host _____ Date _____ Add Remove

Pre-requisites (if required - use as many as apply)

Course #Select Course ▾ Training Host _____ Date _____ Add Remove

List of certifications

Course	Training Host	Course Completion Date
Comments		

For inquiries, open a support request at www.cisco.com/go/olp/help.
IMPORTANT. Check that you have filled all required fields.

Enroll TTT Event

Select Date

< May 2013 >

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

C. TTT Enrollment

10. Enter any information in the **Comments** field.
11. Click the **Enroll TTT Event** button.

The screen will refresh and display the TTT Enrollment request has been received message.

Comments

For inquiries, open a support request at www.cisco.com/go/iphelp.
IMPORTANT: Check that you have filled all required fields.

Request for Train-the-Trainer (TTT) Enrollment

Success

TTT Enrollment request for CCSI# 33113 has been received. You will receive confirmation within 1 business day (24 hours). Please note that registrations should be received at at least 24 hours prior to the event (not including weekends). Otherwise admission may not be granted. For inquiries, open a support request at www.cisco.com/go/iphelp

Appendix A

CCSI Status Descriptions

Status	Description
ACTIVE	CCSI is active instructor.
ICP_PASS	CCSI has attended an ICP event.
NCTA	CCSI has purchased a membership but has not yet accepted the Instructor Click Accept agreement.
NEW	CCSI has been enrolled for ICP event.
PCTA	CCSI has purchased a membership but has not accepted the Instructor Click Accept agreement within 14 days.
XCTA	CCSI purchased a membership but did not accept the Instructor Click Accept agreement within 14 days. The agreement will expire after one year and change to XCTA.



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San Jose, CA

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