Welcome to the new Courseware Marketplace! ............................................................... 2
New Dashboard .................................................................................................................. 2
Switching locations or program logins ............................................................................. 3
Updated “My Account” section ....................................................................................... 3
Updated footer .................................................................................................................. 4
“My Favorites” feature ..................................................................................................... 5
How to access “My Favorites” page .................................................................................. 5
How to add and remove courses from “My Favorites” .................................................. 6
“Catalog” section ............................................................................................................. 8
How to find Microsoft Official Courses ......................................................................... 8
How to find Community Courseware .............................................................................. 10
“My Account” section ...................................................................................................... 11
How to access your “Order History” ............................................................................... 11
How to replicate a previously placed order ..................................................................... 12
How to access voucher codes for placed orders ............................................................. 13
How to add Online Labs or Student Passes to an already placed order ......................... 16
How to check your current credit limit exposure ............................................................ 17
How to find and download an invoice ............................................................................ 18
How to distribute Skillpipe licenses ............................................................................... 21
Welcome to the new Courseware Marketplace!

We have released a fresh design and new features to improve your shopping experience. In the following, we want to provide you with an overview of the most significant changes at a glance before providing you with helpful guides for the most common use cases.

New Dashboard

- The new homepage of Courseware Marketplace is your Dashboard, which displays important account information and provides you with quick access to essential functions of the shop.

1. “My Favorites” lists a maximum of five courses marked as favorites.

2. Balance of Account" shows your current credit limit exposure, lists your open invoices, which you can pay via credit card directly.
3. "Last Orders" lists your previously placed orders and allows you to quickly re-order the same materials for repeating classes.

4. "Top Sellers" presents the global best-selling courses and Add-Ons on the shop.

5. "Latest Releases" displays the latest courses released to Courseware Marketplace.

6. “Introduction to Courseware Marketplace” shows an introductory video to the new Courseware Marketplace design.
   - To get back to the Dashboard from anywhere on Courseware Marketplace, click on the Courseware Marketplace logo at the top of the page.

Switching locations or program logins

- Do you need to manage different location or program accounts? No problem, you can switch between multiple locations at the top of the screen quickly.
  - Click on your account name at the top of the screen to display a list with all locations associated with your account.
  - Click on the desired location and confirm your selection to complete switching.

Updated “My Account” section

We cleaned up our shop navigation and consolidated some of its navigation points within the "My Account" area, which features three distinct areas - "My Products", "Accounting", and "Profile".

- Some menu entries have been renamed. The "Digital Library" is now called "Skillpipe Licenses" and "User Profile" is now called "User Details".

- Practice Tests, MCT Program Vouchers, and Exam Vouchers can be accessed and downloaded from the new "Product Vouchers & Codes" section.

- The reconciliation feature, which allows you to purchase additional Online Labs or Student Passes for any previously placed order, can be found in the "Add Labs & Student Passes" section.
1. The Language Selection, Customer Support, and FAQ have moved from the header to the footer of the page.

2. We also added links to other vital systems of the Courseware ecosystem to it. Click on the matching logo to be redirected to the designated destination.
“My Favorites” feature

On the Dashboard, a maximum of five courses that are marked as favorites are displayed for direct access. By selecting the respective course, you are redirected to the product details page.

How to access “My Favorites” page

1. Click on “Show all Favorites” within the “My Favorites” section on the Dashboard.

2. Your top five courses are displayed for direct access. The order can be easily changed with drag and drop on the “My Favorites” page.
How to add and remove courses from “My Favorites”

**Option 1**

You can add and remove courses from your “My Favorites” list via Product Details Page by activating or deactivating the star icon below the cover of the respective course.

**Option 2**

You can add and remove courses from your “My Favorites” list while browsing through the course list by activating or deactivating the star icon on the left.
**Option 3**

You can remove courses from your “My Favorites” list on the Dashboard by activating or deactivating the star icon left to the respective course.
“Catalog” section

How to find Microsoft Official Courses

Option 1

Use the "Search for courses..." function in the header.

Option 2

1. Browse the catalog by clicking on the "Catalog" option. The "Catalog" page, by default, lists all Microsoft Official Courses.
2. You can apply additional filters to narrow search results or browse for a specific technology using the left-hand navigation.
Best practice: Did you know that you can also add and remove courses from your “My Favorites” lists in the “Catalog” section?
How to find Community Courseware

**Option 1**

You can search via the "Search for courses..." function in the header.

**Option 2**

1. Browse the catalog by clicking on the "Catalog" option. Please note that the "Catalog" page, by default, lists all Microsoft Official Courses.
2. Under the list of the Microsoft Products on the left, you see the "Community Courses" option. Press the arrow to the right of "Community Courses" to view the list of available Community Courseware categories.
3. You can apply additional filters to narrow your search results.
"My Account" section

How to access your "Order History"

1. Select the "My Account" option.
2. In the "My Products" section of Courseware Marketplace, you can access the "Order History" tab.

Best practice: Did you know that you can also access the "Order History" on the Dashboard via the "Last Orders" widget directly?
How to replicate a previously placed order

1. Select the "Order History" on the left in the “My Account” section.
2. Once the “Order History” is displayed, you can find the desired order number in the table. You can also search for it using the "Search for Orders..." function.
3. Click on the shopping cart icon to add the selected courses to your shopping cart and proceed to the checkout to complete your re-order.
How to access voucher codes for placed orders

**Option 1**

1. Select the "My Account" option on the top of the page. In the "My Products" section, which you can choose on the left in "My Account", you can access the "Order History" tab.
2. Find the order you are looking for and click on the arrow icon on the right side to access the order details page.
3. Click the "Distribute button" and a new browser tab with the Skillpipe Management opens. It shows the associated Skillpipe license keys.
4. Click the "Download button" to review and download the associated product vouchers. Press "Download All" to download all voucher codes at once in Excel format or copy the codes individually using the "Copy Code" function.
1. Select the "My Account" option and access the "Product Vouchers & Codes" section.
2. You can search for vouchers using the "Search for Product Vouchers" function or filter for a specific voucher type to narrow your search results.
3. Find the product you are looking for and click on the arrow icon on the right side to access the details page. The details page lists all available voucher codes for the selected product.

4. You can type in your order number to preselect your voucher codes list.
5. Copy Code function
   a) Download all voucher codes at once in an Excel format by clicking “Download All” at the top.
   b) Copy the codes individually by using the "Copy Code" function.
   c) Select and download several codes by selecting the desired codes and then using the “Download Selected” button.
**Best practice:** Did you know that you can also access the order details page directly from the Order confirmation page by clicking on the displayed Order Number?
How to add Online Labs or Student Passes to an already placed order

1. Select the "My Account" option.
2. In the "My Products" category you find the "Add Labs & Student Passes" tab.

   You can specify between Online Labs or Student Passes by using a filter function.

3. Select the shopping cart icon on the right to add it to your shopping cart and proceed to the checkout to complete your order.
How to check your current credit limit exposure

1. Select the "My Account" option.
2. You can access your "Balance of Account" under the "Accounting" category on the left side. "Balance of Account" shows you your current credit limit exposure at the top.

Best practice: Did you know that you also see your “Balance of Account” on the Dashboard?
How to find and download an invoice

**Option 1**

1. Select the "My Account" option and access your "Balance of Account" under the "Accounting" category on the left side. "Balance of Account" lists all your open and paid invoices.

2. Use the "Search for Orders and Invoices..." function to find the invoice you are looking for.

3. Click on the invoice number of the desired invoice to download it.
Option 2

1. Select the "My Account" option and access the "Order History" section.
2. Search for the corresponding order that is connected to the required invoice. Click on the arrow to the right of the shopping cart to access the "Order Details" page.
3. On the “Order Details” page, you can open the invoice by clicking on the invoice number.
Best practice: Did you know that you can also access the invoices on the dashboard’s "Balance of Account" widget directly?
How to distribute Skillpipe licenses

1. Select the "My Account" option.
2. Under the "My Products" category on the left side, you can access the "Skillpipe Licenses" section.

3. A click on this section opens a new browser tab with the Skillpipe Management.

   Thanks to single-sign-on, you login with the same organization as on Courseware Marketplace automatically and do not have to provide your credentials again.

4. Search for the course you are looking for and initiate the license distribution by using the arrow on the right.