

## Training-Voucher Guide for Benefits Managers

Follow the five easy steps below to activate and use your Microsoft Software Assurance Training Voucher benefit.

### Step 1: Activate your training voucher benefit

To activate your training voucher benefit, go to the [Microsoft Volume License Services](https://licensing.microsoft.com) Web site at <https://licensing.microsoft.com> and sign in using your Windows Live® ID benefits manager credentials. Click the **Software Assurance** link on the left-hand side of the page. In the list of the benefits available under your agreement, click the **Activate** button next to the Training Voucher benefit.

### Step 2: Review the list of eligible courses

Before creating a training voucher, identify the courses at a Learning Solutions Partner location that are of interest to your employees. Training vouchers of one to five days in length can be created, so knowing the duration of the course your employee wants to take is important.

The course list can be found on the [Learning Manager](http://learning.microsoft.com/manager/catalog.aspx) site at <http://learning.microsoft.com/manager/catalog.aspx>. Click the **Software Assurance** link at the bottom of the left navigation panel, and then click the **Training Voucher Courses** link.

### Step 3: Gather and enter voucher requirements

The following information is needed to create training vouchers for employees:

- First name
- Last name
- Work e-mail address
- Voucher length (one to five days)

After submitting this information, the training voucher will be sent automatically to the work e-mail address entered during the training voucher creation. Please refer to the customer SATV FAQ for information about using an e-mail address other than that for the designated employee or for creating training vouchers of a different duration than the actual course length.

### Step 4: Locate a Learning Solutions partner

Training vouchers can only be used at participating Learning Solutions partner locations. To find a partner in your area, please visit the [Class Locator](http://www.microsoft.com/Learning/classlocator) page at <http://www.microsoft.com/Learning/classlocator> and select the check box labeled **Software Assurance Vouchers only**. This step can be done by you or your employees.

### Step 5: Reserve the training voucher

After a Learning Solutions partner has been selected, you or your designated employee should contact the partner to reserve the training voucher at their location. The Learning Solutions partner will need the e-mail address entered when the training voucher was created, as well as the number associated with the electronic voucher. Training must be reserved before expiration of the volume license agreement and completed before the voucher expiration date.

### Step 6: Take the training!