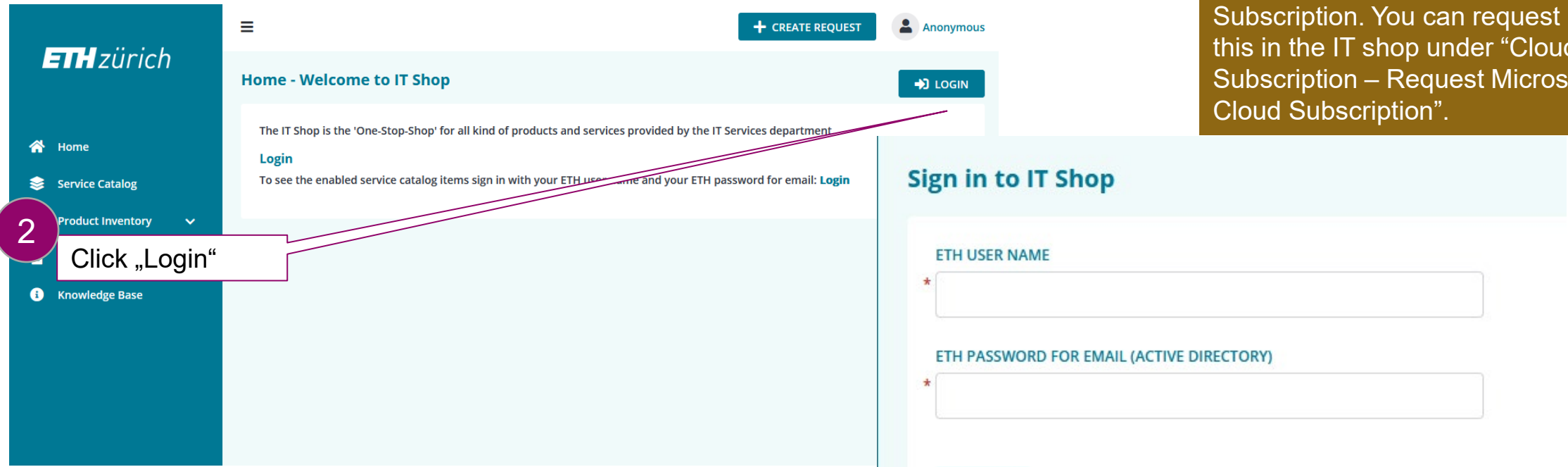# Instructions

Ordering the Lifelong Learning Hub (L3H) license

ETH *zürich*

Ordering the L3H license in the IT-Shop (1/3)

System requirements

The Lifelong Learning Hub is integrated into MS Teams and requires a Microsoft Cloud Subscription. You can request this in the IT shop under "Cloud Subscription – Request Microsoft Cloud Subscription".

1 Go to: https://itshop.ethz.ch

2 Click „Login"

3 Enter your ETH login details in the fields and then click "Sign In".

Ordering the L3H license in the IT-Shop (2/3)

Select "Order Software Product".

Ordering the L3H license in the IT-Shop (3/3)

× Order Software Product

2 SELECT SOFTWARE PRODUCT

Select software product and change the number of licenses of your selection at the bottom

lifelong

	Software Name ▼ ⋮	Publisher ⋮	OS ⋮	Language ⋮	Licensing ⋮	Cat
✓	Viva Learning for Lifelong Learning Hub (L3H)	Microsoft Corp.	Misc	ML	Cloud	Off

#	Software Name	Publisher	OS	Language	Licensing	Categ
1	Viva Learning for Lifelong Learning ...	Microsoft Corp.	Misc	ML	Cloud	Office

← PREVIOUS STEP

NEXT STEP →

Enter "Lifelong Learning Hub" in the search bar. Then select the Viva Learning for Lifelong Learning Hub and click on "Submit".

On the following page, accept the license agreements and click on "Next Step" again.

An overview of your order will appear. Click on "Submit Request".

After a few minutes, you will receive a confirmation email "Your Software & Licenses request was completed".

5

Integration of the L3H app in MS Teams (1/2)

Integration of the L3H app in MS Teams (2/2)

IMPORTANT
If the drop-down menu above "ETH Oberassistent" etc. and your life cycle phases below "Onboarding", "Exploration" etc. are **not displayed**, please click on **Refresh in the top-right corner**.

Once your license is active, you can start your learning journey.