



Microsoft Azure

Bertelsmann University

Microsoft FAQs for Bertelsmann Employees

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Learning with Microsoft

Microsoft Azure is the world's leading provider of cloud solutions. As part of the Enterprise Skills Initiative, Bertelsmann University is working with Microsoft to help employees develop and expand the knowledge and skills needed to successfully use Azure cloud technologies in their business and thus drive the digital transformation of the organization.

Why learn with Microsoft?

If you or your organization uses or is planning to use Microsoft Azure cloud technology, Microsoft trainings will give you the opportunity to qualify as an expert specifically for Microsoft cloud applications and platforms. Taking a Microsoft original learning path is the easiest way to study towards an officially accredited Microsoft professional certification.

Can I complete courses at my own pace?

After registration via Peoplenet free of charge, you will have license-based access to the Microsoft Learner Experience Portal where you can sign up for as many classes as you like. The portal allows you to flexibly pick a course date and time zone of your own choice. Live trainings are delivered virtually over a fixed period of time. You will need to attend the full length of the chosen training. All Microsoft trainers are experienced in supporting participants with differing learning needs and speed.

Do I have to complete all courses on my learning path?

No, however, we encourage that all relevant courses are taken as detailed on the learning path if you are pursuing an accredited Microsoft certification.

What is the program language?

Live trainings are available mainly in English. Other languages may be available, depending on the chosen course. You can find additional study material in a wide range of languages, too.



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What is a Microsoft-taught course like?

You will be studying in a cohort of peers and be able to exchange challenges and learnings in a like-minded group. In a virtual live training setting, a Microsoft-certified trainer will provide theoretical input, exercises and 1-on-1 guidance.

How long will each course take?

The length of a course depends on the chosen offer and may be one or more days long. You may wish to deepen your skills using the extensive self-study material provided free of charge by Microsoft. Especially, if you are looking to take a professional certification exam, complimentary self-study is recommended, depending on your levels of proficiency and experience.

Can I also learn on a mobile device?

You will need to log on via a desktop PC or laptop to be able to take the exercises and work on projects. System requirements will be shared with the registered participants prior to the class.

How can I obtain an accredited Microsoft certificate?

If you would like to take a professional certification exam, you can pick an exam date of your choice through the Microsoft Learner Experience Portal. As a Bertelsmann learner, Microsoft Certification exams will charge you a fee upon exam registration equal to 50 percent of the exam provider's applicable price for non-ESI test-takers. The price for each exam may vary by country or region. For details regarding such payments, refer to the exam provider's terms and conditions or contact the exam provider. You may be actively registered for no more than two Microsoft Certification exams at any given time.

Cancellation: If you are unable to attend a scheduled Microsoft Certification exam, you must cancel or reschedule that exam at least 24 hours before the start time of your exam appointment. For details regarding the circumstances under which you may receive refunds of your payments for canceled exams, refer to the exam provider's terms and conditions or contact the exam provider.



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Organizational

Legal

Is the time spent learning the curriculum content considered working time?

Arrangements with regards to working hours will need to be individually agreed on-site with the respective supervisor. Thus, the regulation is made in consultation with the local human resources department.

Data Protection

What rights do employees have in connection with data protection?

As data subjects, participants have a right of access, rectification, deletion, restriction of processing, data transferability and a right of objection. Participants also have the right to lodge a complaint with the applicable data protection authority.

The contact partner for data protection at Microsoft can be reached at the following address:

<https://privacy.microsoft.com/en-us/privacystatement>

The contact partner for data protection at Bertelsmann can be reached at the following address:

datenschutz@bertelsmann.de

Which personal data are transmitted by Bertelsmann and vice-versa?

The first and last name, email address and peoplenet-ID are automatically transmitted from Bertelsmann to Microsoft. The data transfer between Bertelsmann and the providers exceeds the European regulations on data security, as some of the providers are localized in the US. In order to make the transfer of personal data secure and legal, extensive data protection agreements are in place between Bertelsmann and the providers.

How secure is the data?

The data protection corresponds to the European data protection regulations and the strict German standards. As with all the other training course offers, supervisors and managers can see which courses are on the respective employee's training plan and which have been completed. However, they are not given any information about the courses or the progress in those courses which have not been completed.



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peoplenet & Reporting

Will the participation be uploaded to the employee's peoplenet learning plan/learning history?

Upon registration on peoplenet, access to the Microsoft Learner Experience platform is added to the training plan. Bertelsmann University will assign completed courses to the learning history of all registered employees, who use their work e-mail address and accept the transfer of learning date to Bertelsmann organization.

Contact

Who can I turn to if I have more questions?

- For **Bertelsmann-specific questions** (e.g. working time, peoplenet), please contact your local human resources department.
- For **general questions** on the course program, and for user support, please contact: university@bertelsmann.com