

Actions required to connect to the Unit4 training environment



ACTIONS REQUIRED TO CONNECT TO THE UNIT4 TRAINING ENVIRONMENT

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Actions required to connect to the Unit4 training environment

Introduction

At Unit4 we use Microsoft Azure Labs to host our Unit4 ERP training environment. This is a secure and fast solution that enables you getting hands-on experience in the things you learn in our courses.

1-2 working days before the course, you will receive a link to the Azure Lab environment.

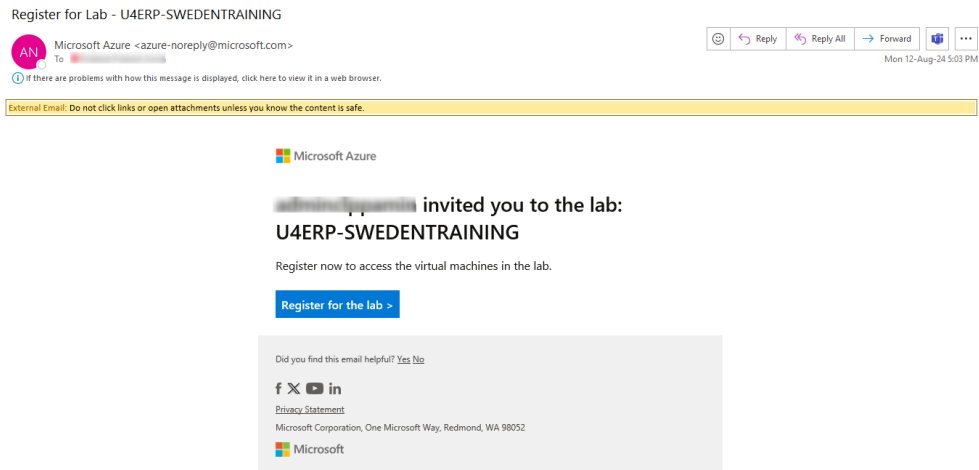
To make your course experience successful, you need to confirm prior to the course that you can login successfully.

- ◆ *If your organization is using a Microsoft corporate account*, we request you to confirm that you can access the Azure Labs training environment using this [description](#).
- ◆ *If your organization does not use a Microsoft corporate account*, we request you to register a Microsoft account and setup Multi-Factor Authentication (MFA) to get access to Azure Labs using this [description](#).

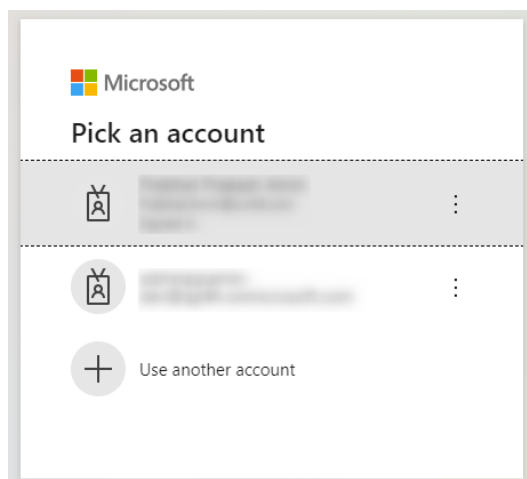
I have a corporate Microsoft account

When utilizing a corporate account which is associated with a Microsoft tenant, following steps will allow you to access Azure Labs.

- 1 You will receive an email from azure-noreply@microsoft.com



- 2 Clicking on the Register for the lab link will take you to the logon page associated with the training.
- 3 On this page you will see your organizational account listed if you are logged onto it on the browser. Click on the organization account to get signed in. Or enter your corporate email address here.



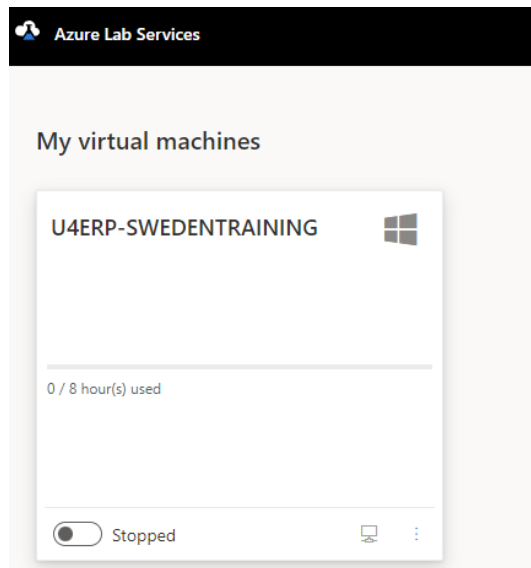
On Azure Labs you will see the lab assigned to you.

Do not start the training environment before the course (if left “Running” you will not have enough hours for the actual training).

In case:

- ◆ Your login is unsuccessful – please contact your IT department to trouble-shoot
- ◆ You do not see the training environment, please contact [Unit4 training administration](#).

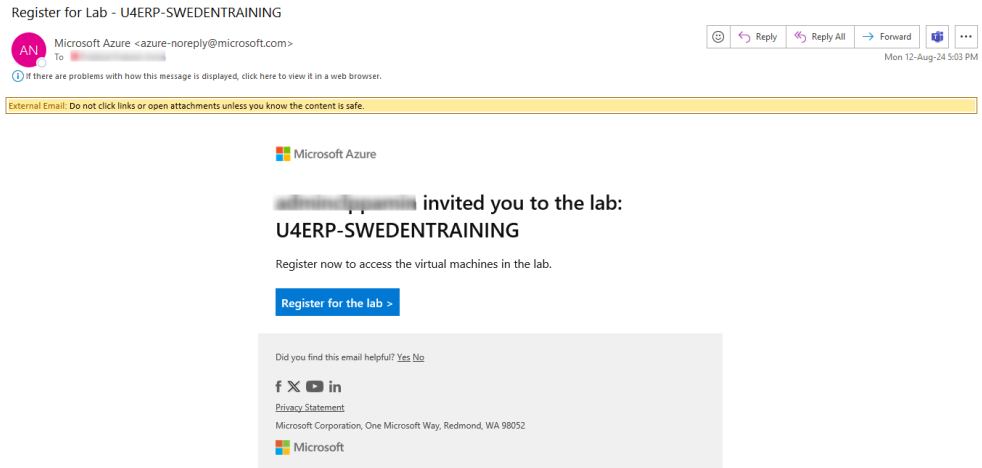
If you see the training environment, proceed with logging out of Azure Labs.



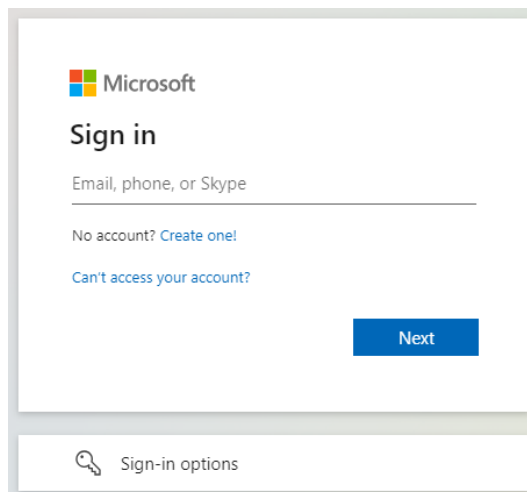
I do not have a corporate Microsoft account

If your organization do not use Microsoft corporate account, you can still attend Unit4 training courses. However, it requires that you register an account with Microsoft and setup Microsoft Multi-Factor Authentication (MFA) to get access to Azure Labs.

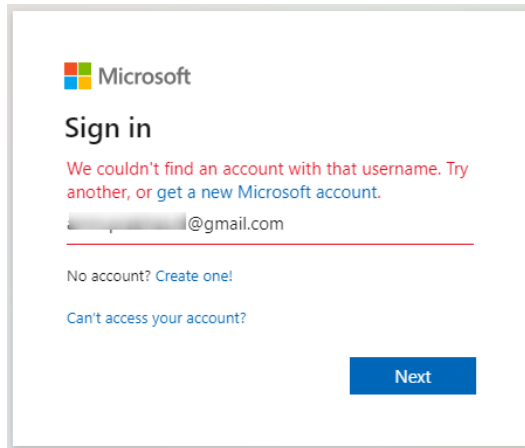
1 You will receive an email from azure-noreply@microsoft.com



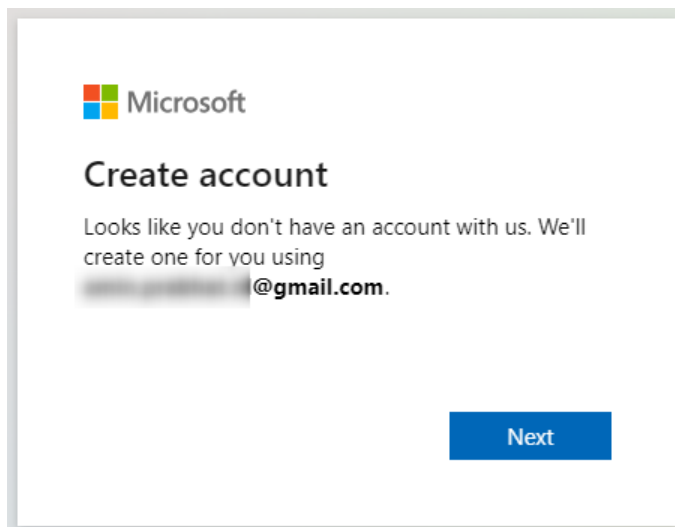
2 Clicking on the Register for the lab link will take you to the logon page associated with the training. You will see a page to enter your email address. Please enter the email address to which you have received the training invite.



If the account you are trying to login is not a corporate account and a private account [Gmail/yahoo/etc.] not associated with Microsoft, you will be required to register the account and follow the on-screen instructions to setup MFA to protect the account.



Click "Get a new Microsoft account" > and follow the on-screen steps. This would include providing personal details such as date of birth, etc, which are required for setting up a Microsoft account.



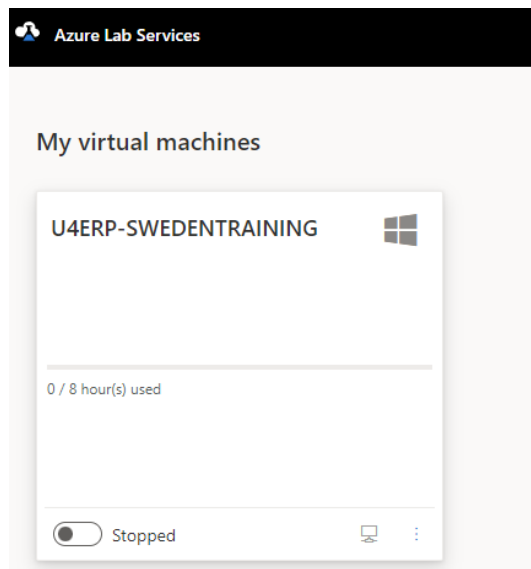
After creating a Microsoft account and signing into Azure Labs, you will see the lab assigned to you.

Do not start the training environment before the course (if left “Running” you will not have enough hours for the actual training).

In case:

- ◆ Your login is unsuccessful – please contact your IT department to trouble-shoot
- ◆ You do not see the training environment, please contact [Unit4 training administration](#).

If you see the training environment, proceed with logging out of Azure Labs.

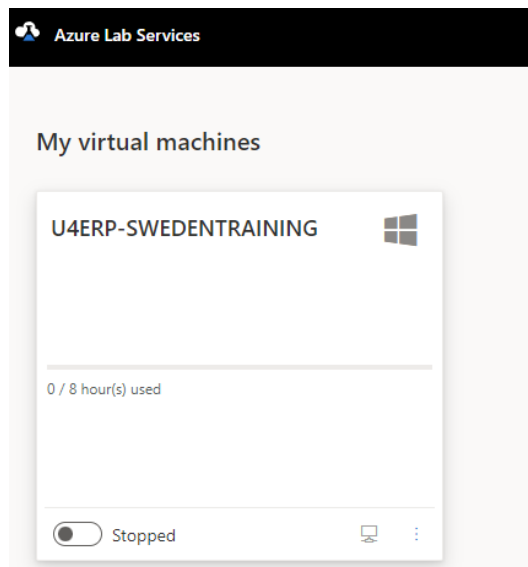


How to access the Virtual Machine after login to Azure Labs using your Microsoft account (done during course)

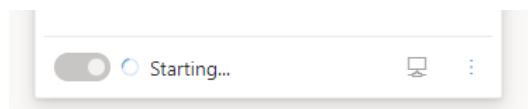
Once you have logged into Microsoft Azure Labs using the description for organizations [with](#) respective [without](#) a Microsoft account, the next step is to enter the Virtual Machine.

Please note that you will receive login details to the virtual machine and ERP environment from your Unit4 trainer during the course.

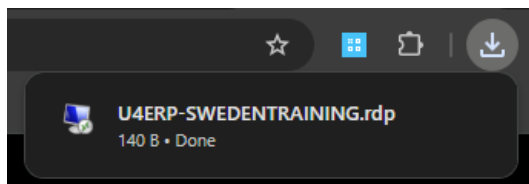
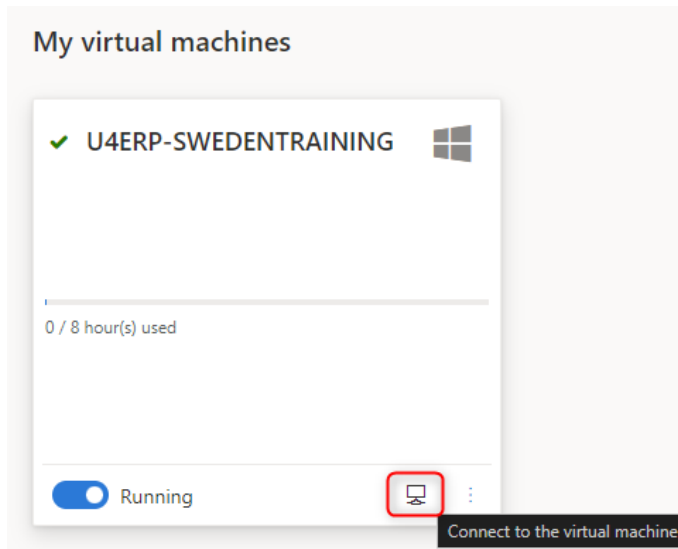
After login to Microsoft Labs, you see your training environment in the list:



If the lab is “stopped” toggle the switch to turn on the virtual machine.

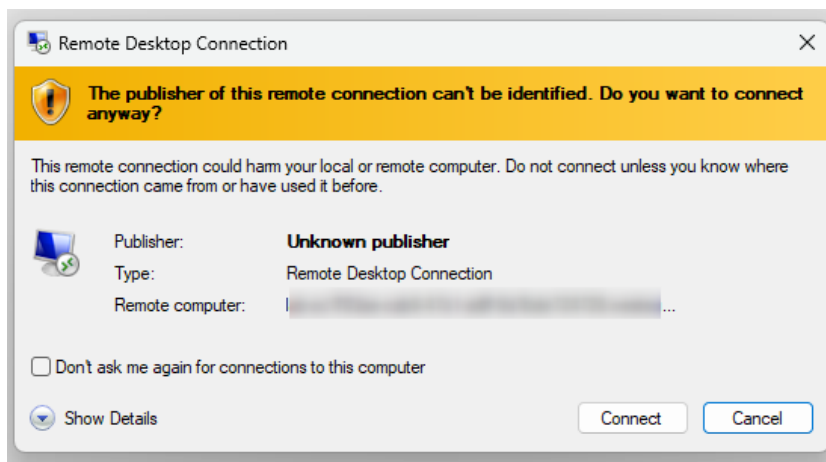


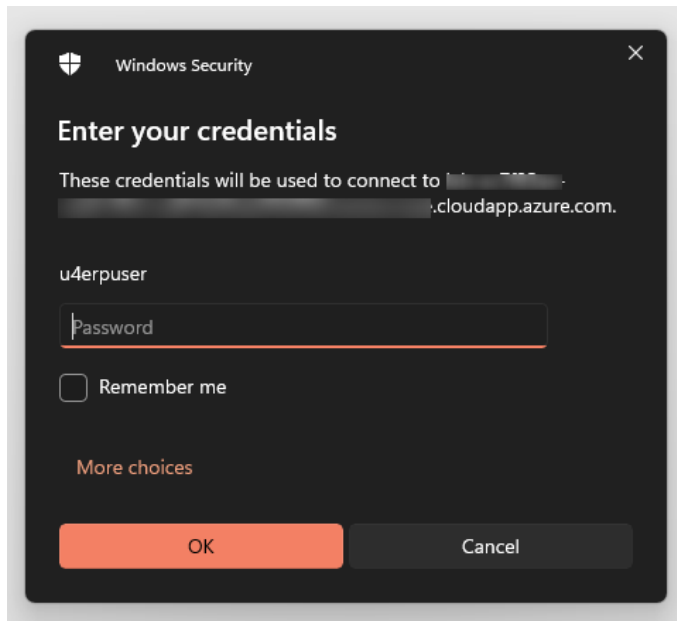
Once the virtual machine status is set to “Running”, click on the connect which should download a RDP file.



Running the RDP file will let you enter the training environment.

Please refer to the credentials shared by your Unit4 trainer to login into this virtual machine. The login credential for the virtual machine is **NOT** your email address.





After this, the Unit4 trainer will inform you how to access your Unit4 ERP training environment.

Important!

Remember to “stop” the time when you are done with the environment. Otherwise, your time will run out before you can complete your training.

