

# Joining the Microsoft Worldwide Learning SME Profile engagement on Microsoft Collaborate

Setting up your Microsoft account, developer site registration, and program engagement on Microsoft Collaborate

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## Overview of Steps

Worldwide Learning SME Profile is hosted as an engagement under the Microsoft Collaborate developer program. Joining requires a Microsoft account and registration to the developer site.

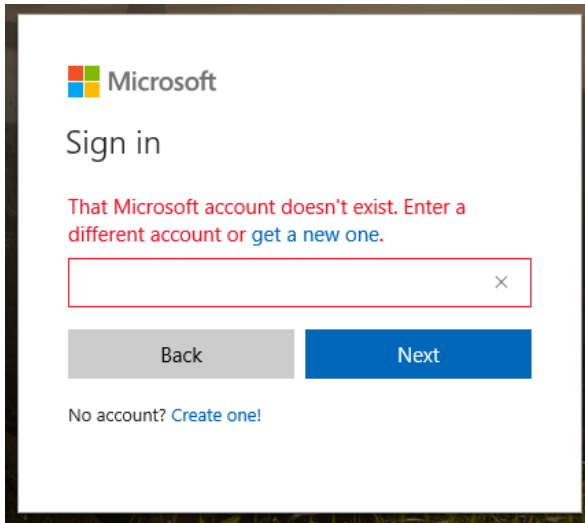
Here is an overview of the steps:

1. Confirm that you have a Microsoft account. If not, follow the steps for [Create a Microsoft account](#). If you already have a Microsoft account, proceed to step #2.
2. If/once you have a Microsoft account, add Microsoft Collaborate from the developer site. To do this, follow the steps for [Register your Microsoft account on the Microsoft Developer site and add Microsoft Collaborate](#).
3. Once you are setup on Microsoft Collaborate, follow the steps for [Join the Worldwide Learning SME Profile engagement on Microsoft Collaborate](#).

## Create a Microsoft account

Note: If you are having issues using a work/school email address, it might be configured with Azure AD – please see the section [Problems with work/school email addresses configured with Azure AD - suggested fix](#) for details.

1. To confirm that you have a Microsoft account, try to sign in with your email address. If you receive a message that says your account doesn't exist, then click on the "Create one!" link.



Microsoft

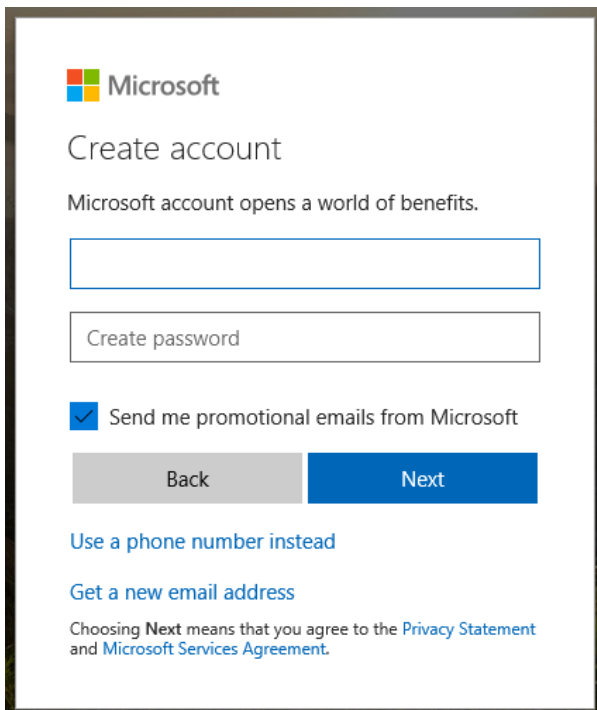
### Sign in

That Microsoft account doesn't exist. Enter a different account or [get a new one](#).

Back Next

No account? [Create one!](#)

2. Your email address will be copied over to the next dialog box. Provide a password for your new Microsoft account and click the Next button.



Microsoft

### Create account

Microsoft account opens a world of benefits.

Create password

Send me promotional emails from Microsoft

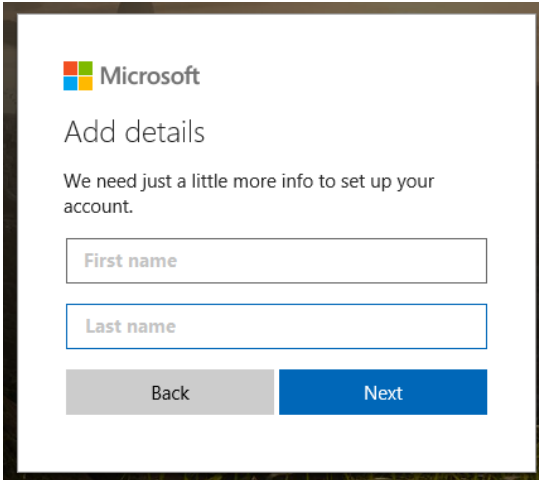
Back Next

[Use a phone number instead](#)

[Get a new email address](#)

Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement](#).

3. Enter your first and last name, then click the Next button.



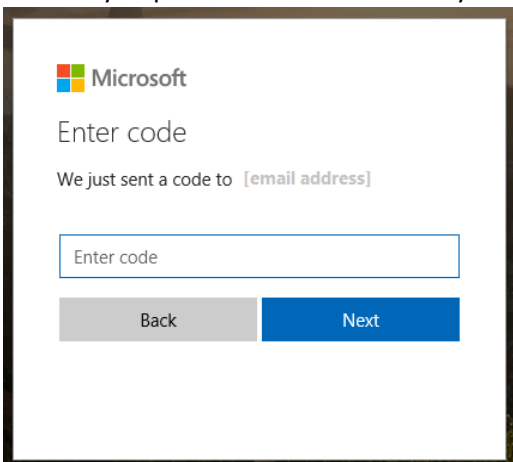
The screenshot shows the Microsoft account setup interface. At the top left is the Microsoft logo. Below it, the heading "Add details" is displayed. A message reads: "We need just a little more info to set up your account." There are two text input fields: "First name" and "Last name". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

4. Set your country/region and birthdate, then click the Next button.



The screenshot shows the Microsoft account setup interface. At the top left is the Microsoft logo. Below it, the heading "Add details" is displayed. A message reads: "We need just a little more info to set up your account." There is a "Country/region" dropdown menu with "United States" selected. Below that is a "Birthdate" section with three dropdown menus for "Month", "Day", and "Year". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

5. After providing the additional details, the system will send a system generated code to the email address you provided. Enter the code you received and click the Next button.

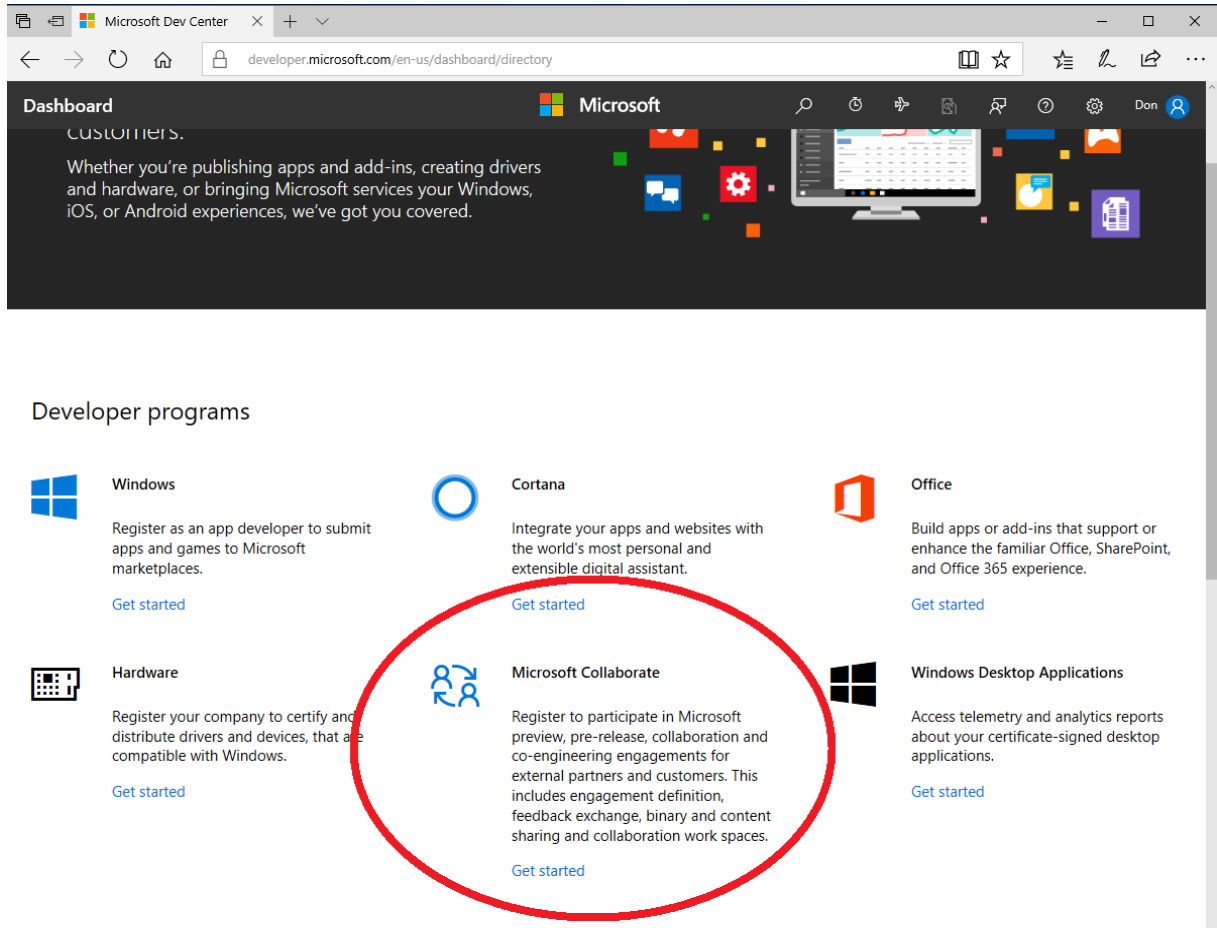


The screenshot shows the Microsoft account setup interface. At the top left is the Microsoft logo. Below it, the heading "Enter code" is displayed. A message reads: "We just sent a code to [email address]". There is a text input field with the placeholder text "Enter code". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

6. Proceed to the developer site for the next step (if you started this process by trying to access the developer URL you will probably be redirected to the developer site).

# Register your Microsoft account on the Microsoft Developer site and add Microsoft Collaborate

1. If you are not on the developer site, go to: <https://developer.microsoft.com/en-us/dashboard/directory> and click the “Get Started” link for the Microsoft Collaborate developer program.



2. Enter the requested account information.

Microsoft

developer.microsoft.com/en-us/dashboard/registration/collaborate

Dashboard Microsoft

Dev Center Insider - Preview

### Account info

#### Account country/region

Select the country/region where you live or where your business is located. Once you complete your account info, you can't change your account country/region.

For questions about supported countries and regions, see the [FAQ](#).

#### Publisher display name

[Learn more](#)

Customers will see your apps, add-ins, or services listed under your unique publisher display name.

#### Contact info

We use this info for account verification and to contact you.

First name \*

Last name \*

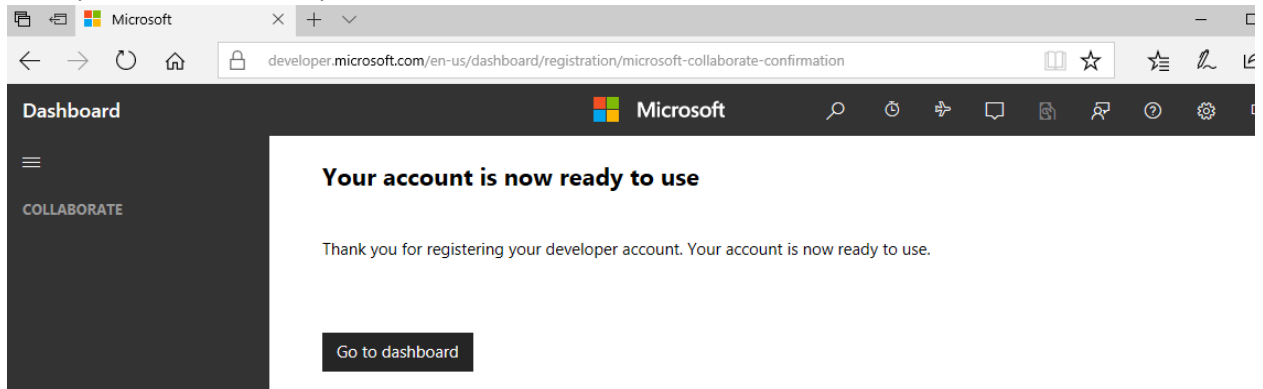
Email address \*

Phone number \*

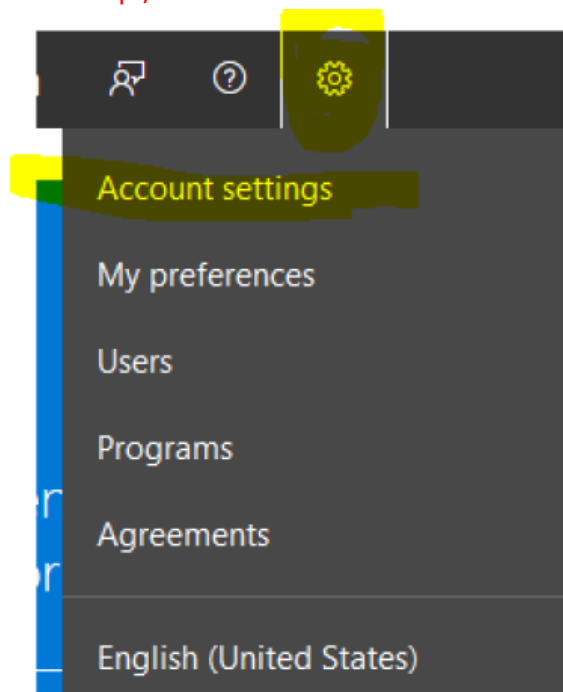
3. After completing your entries, scroll to the bottom, accept the terms of use, and click the Next button. Accepting the terms of use is required to participate in programs on this site.

I accept the Microsoft Collaborate Program [Terms of Use](#).

4. Once your account is ready to use, click the “Go to dashboard” button.

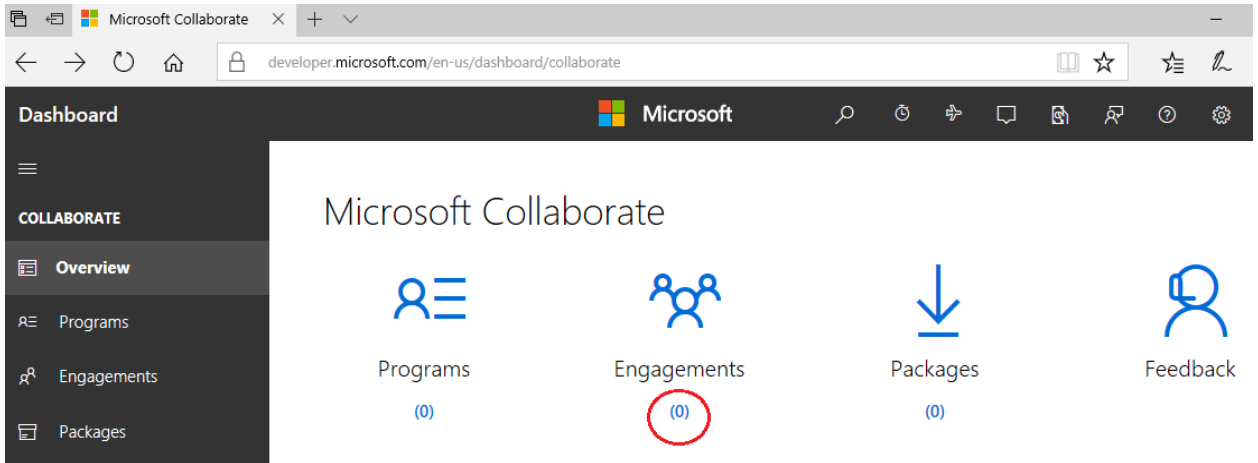


5. [Update: added 4/26/18] After adding MS Collaborate (and before joining the engagement for SME profile) click the settings gear, then Account settings. Under “Dev Center Insider Program”, click accept/enroll.

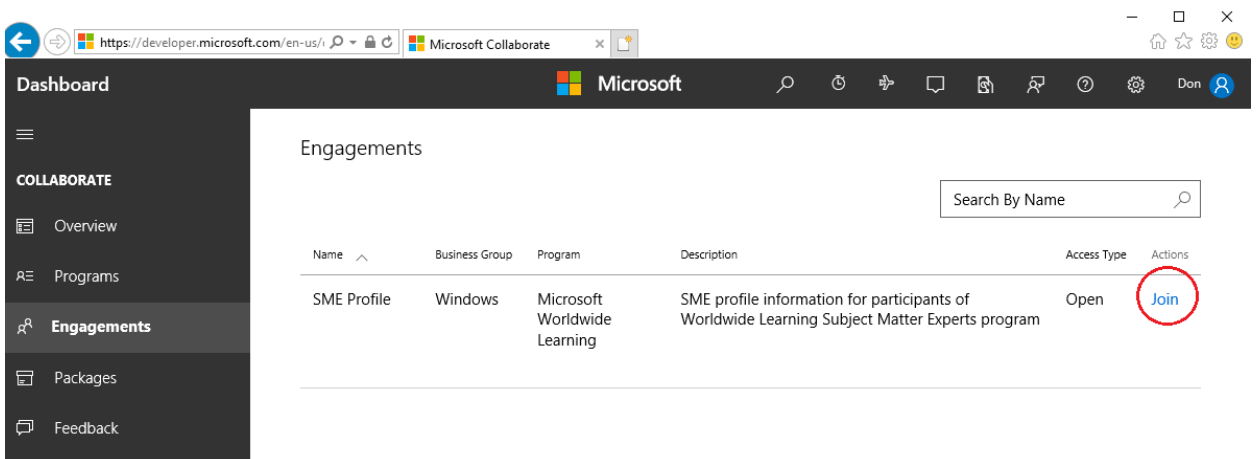


## Join the Worldwide Learning SME Profile engagement on Microsoft Collaborate and complete your profile survey

1. If you are not yet on the Overview section of the dashboard, go to: <http://developer.microsoft.com/en-us/dashboard/collaborate>, click 'Overview' from the left-hand navigation, and click the link (numeric value) under "Engagements" (if you are new to Collaborate, this will be a zero value).



2. Search for the "SME Profile" engagement, then click the Join link under "Actions".



3. Accept the terms of use for the engagement and click the Join button.

The screenshot shows a web browser window with the URL `developer.microsoft.com/en-us/dashboard/collaborate/engagements/1154/agreement`. The page title is "Engagement SME Profile". The left sidebar contains a navigation menu with the following items: "COLLABORATE", "Overview", "Programs", "Engagements" (highlighted), "Packages", and "Feedback". The main content area displays the following information:

- Business Group:** Windows
- Program:** Microsoft Worldwide Learning
- Name:** SME Profile
- Description:** SME profile information for participants of Worldwide Learning Subject Matter Experts program
- Terms of Use:** Default Agreement [View the Default Agreement.](#)

At the bottom of the main content area, there is a checkbox labeled "I accept Terms of Use.\*" which is currently unchecked. Below the checkbox are two buttons: "Join" and "Cancel".



- Once you are a participant of the SME Profile engagement, you need to provide your SME profile information. Scroll down and under Feedback, click on the 'New' link next to Survey.

The screenshot shows the Microsoft Collaborate dashboard for an engagement titled "SME Profile". The dashboard includes a left-hand navigation menu with sections for "COLLABORATE" (Overview, Programs), "Engagements" (Packages, Feedback), and "RECOMMENDED" (Windows, Cortana, Office, Hardware). The main content area displays engagement details: "Business Group: Windows", "Program: Microsoft Worldwide Learning", "Name: SME Profile", and "Description: SME profile information for participants of Worldwide Learning Subject Matter Experts program". Below this, there is a "Feedback" section and a "Work Item Types" section. In the "Work Item Types" section, a checkbox is checked with the label "Users can only see the work items they created". Underneath, there is a "Survey" link and a "New" link, which is circled in red.

5. Enter your SME profile information in the survey form.

The screenshot shows a web browser window with the URL `developer.microsoft.com/en-us/dashboard/collaborate/engagements/1154/feedback/wits/Survey/create`. The page title is "ENGAGEMENT SME Profile" and the program is "Microsoft Worldwide Learning". The survey asks for IT years of experience, primary job role, hiring manager status, Microsoft Certified Trainer (MCT) status, and Microsoft Valuable Professional (MVP) status. It also asks for the top 3 products with work-related expertise and the top 3 areas of general expertise. A "Note" section explains that this is a preliminary version of the survey and that more questions will be added later. An "Important" section states that if the user's areas of expertise match the SME requirements, their name and email address may be shared with content development and SME recruitment vendors. A consent statement at the bottom reads: "I authorize Microsoft Worldwide Learning to share the information that I have provided in this survey and the information I provided when I registered on the Microsoft Collaborate site with content development and SME recruitment vendors, and understand that vendors may contact".

6. When finished, scroll to the bottom and click the Save button.

Two buttons are shown: a black button with the text "Save" and a white button with a black border and the text "Cancel".

## Additional Notes

Now that you are a participant, we have a few more things to share about Microsoft Collaborate to help with your user experience.

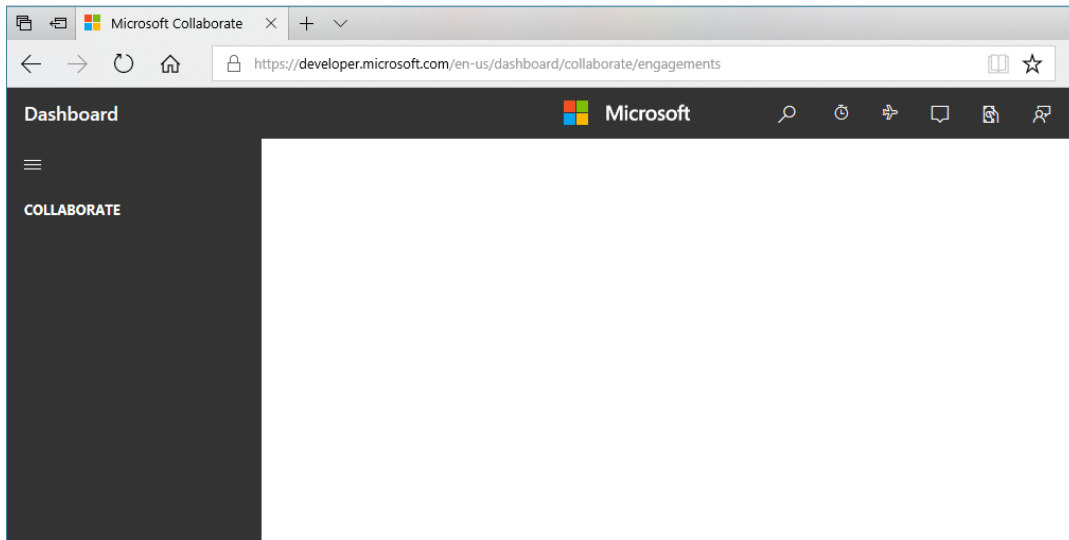
### Accessing the SME profile engagement after initial setup

Once you have completed the initial setup, one way to quickly return to the SME Profile engagement is by using the following URL:

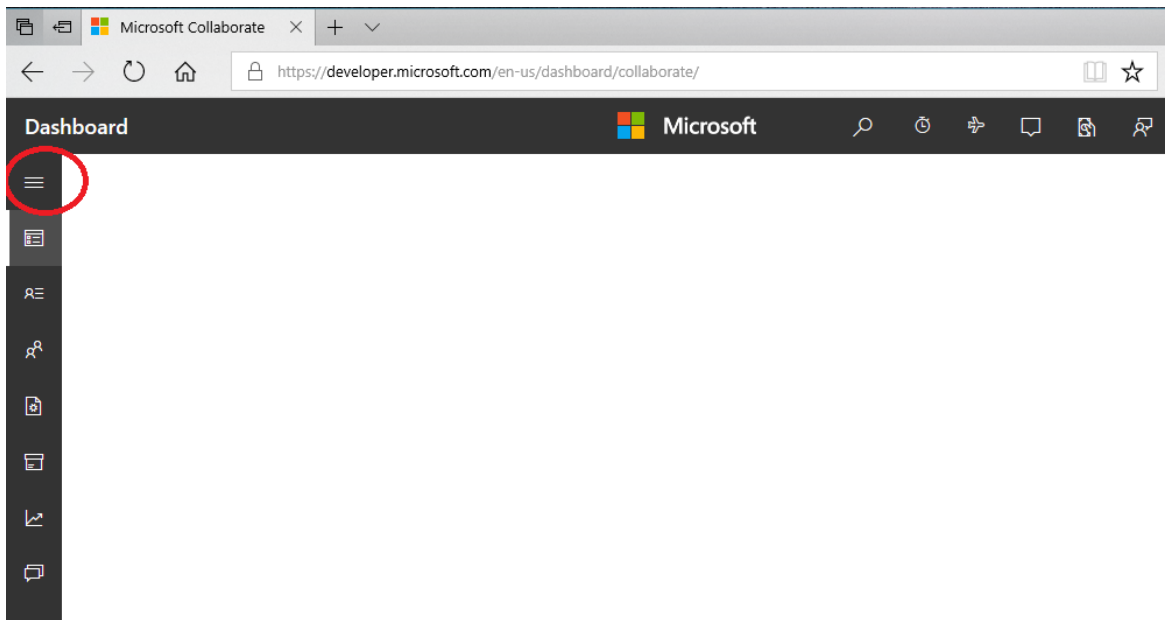
<https://developer.microsoft.com/en-us/dashboard/collaborate/programs/35>

### Navigation options that collapse and expand

Sometimes the site may open with the navigation options collapsed. To expand the options, click “Collaborate”.



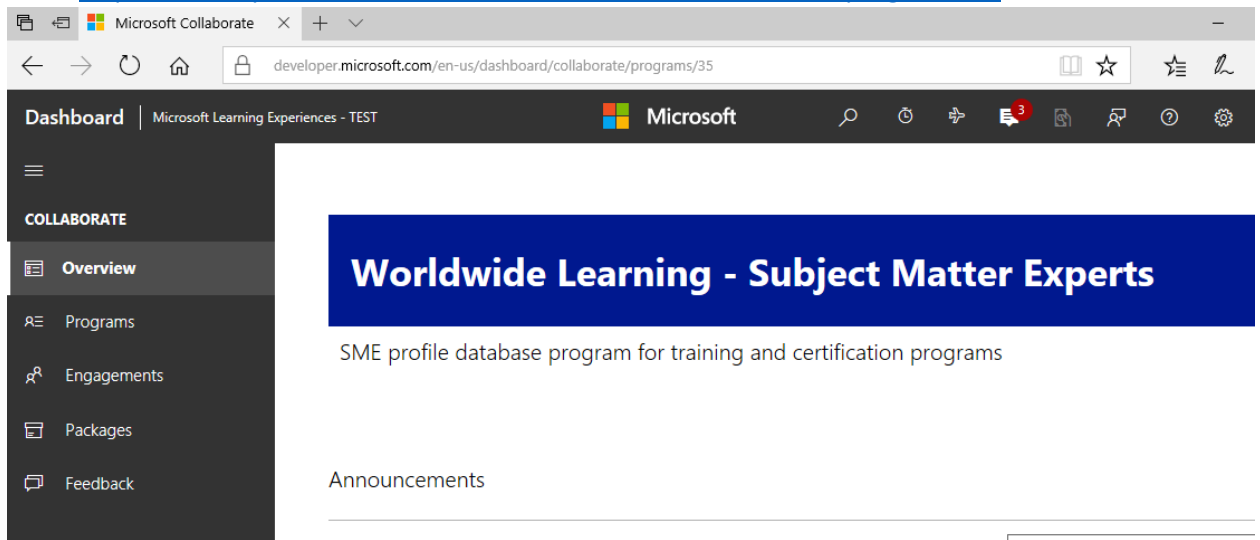
The options can also be collapsed to icons. To expand the labels, click the menu or top-level icon.



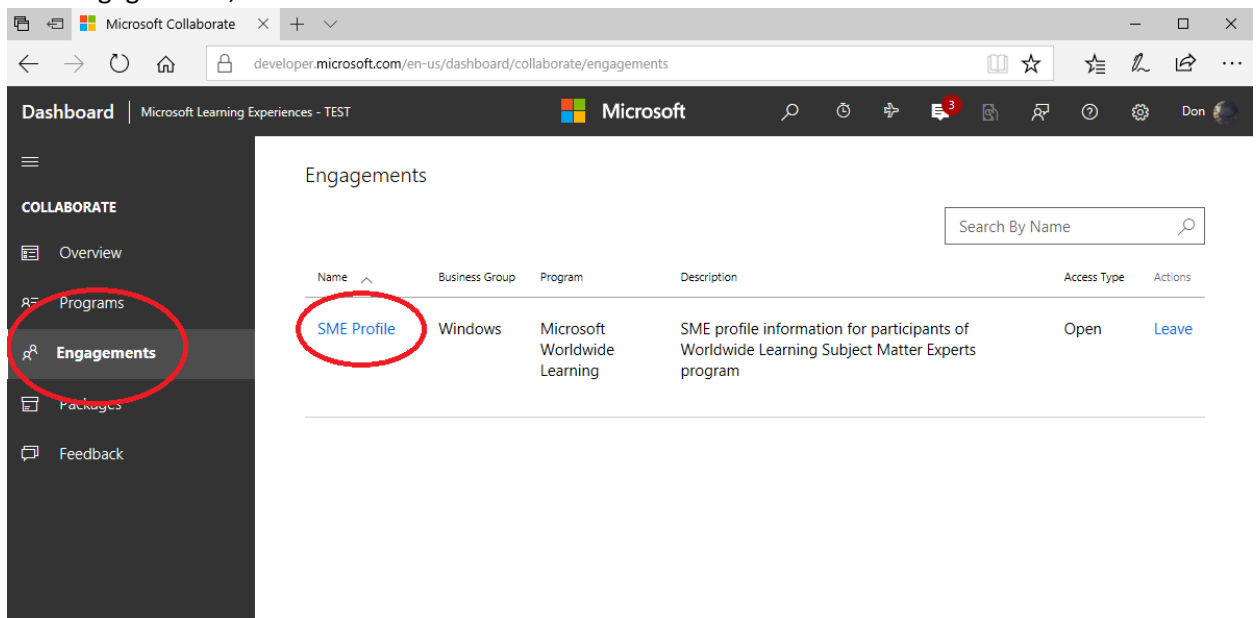
## Changing your survey responses

If you need to change your survey responses:

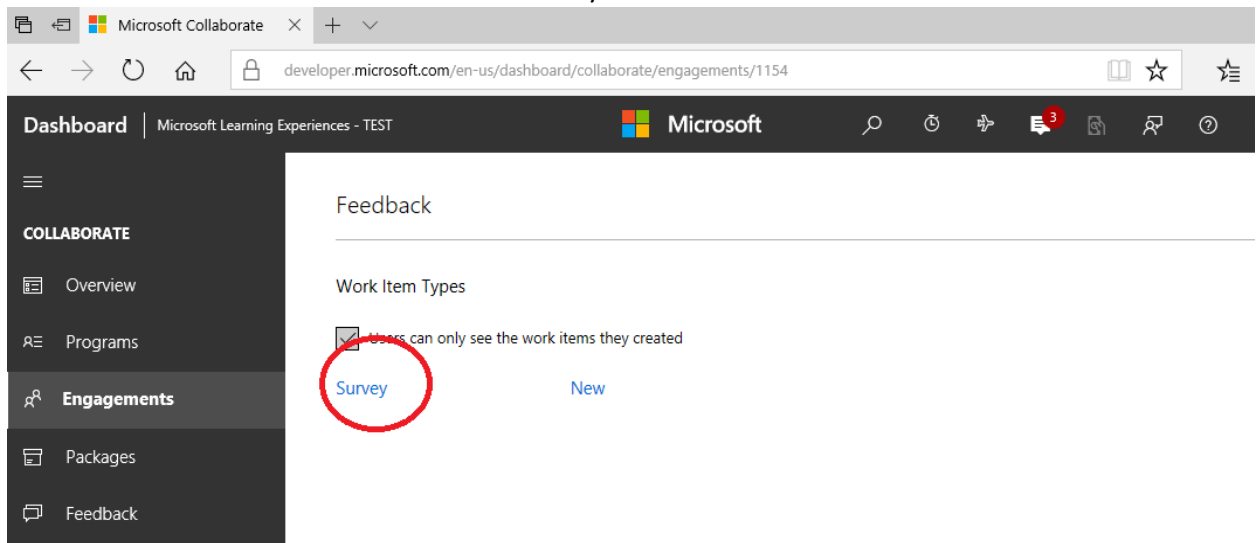
1. Go to <https://developer.microsoft.com/en-us/dashboard/collaborate/programs/35>.



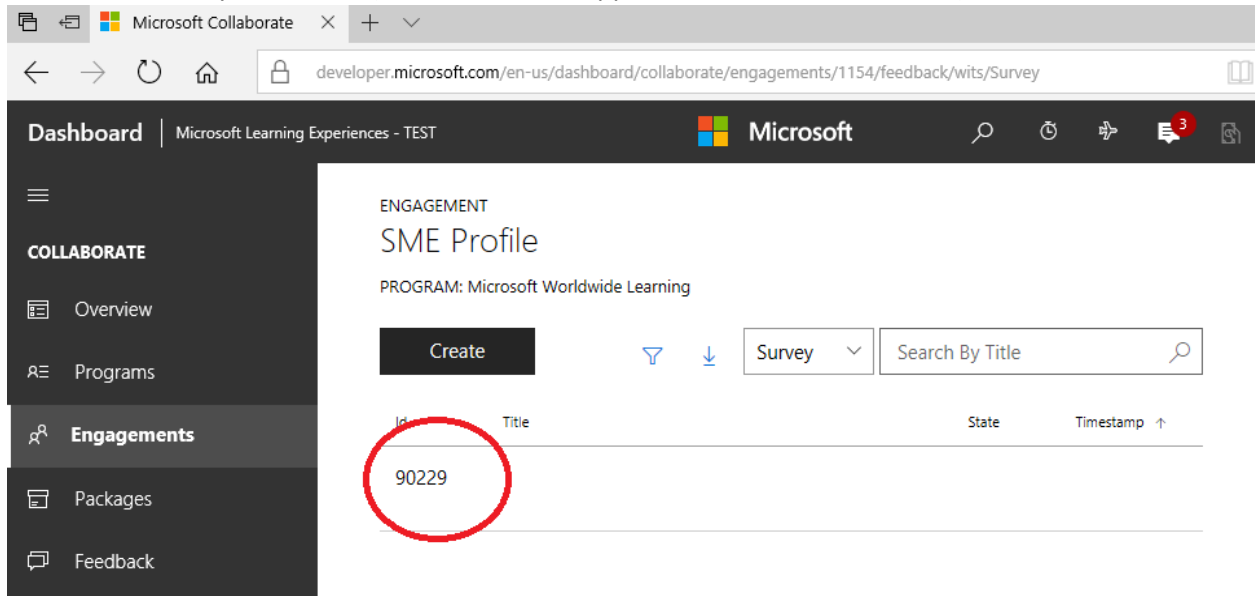
2. Click Engagements, then SME Profile.



3. Scroll down to the Feedback area and click Survey.



4. Click on the survey ID number (note: it does not appear as a link, but is clickable).



5. The survey with your responses will appear. Make your changes. Do not forget to scroll to the bottom and click the Save button.

## Problems with work/school email addresses configured with Azure AD - suggested fix

Microsoft now is limiting usage of personal Microsoft accounts linked to a work/school email address, when the email domain is configured in Azure AD. If users have configured their work accounts as sign-in names for their Microsoft account, then they would be prevented from accessing Collaborate. In this scenario, users will have to rename their personal Microsoft account, by following [these steps](#):

- Sign in to the [Your Info page](#) of your Microsoft account.
- Select **Manage how you sign in to Microsoft**.
- Look under the **Account alias** section.
- If you already have a personal email address listed there, you can skip this step.
- If your work or school email address is the only one listed, enter your personal email address, or get a new one from Microsoft, and select **Add email** or **Add phone number**.
- If your personal email address does not have **(primary alias)** listed next to it, select **Make primary** to set it as your primary alias.

Once completed, proceed with accepting Collaborate invitations that are sent from the Microsoft Invitations [invites@microsoft.com](mailto:invites@microsoft.com) alias.

More information about blocking the ability to create a new personal Microsoft using a work/school email address is available [here](#).