

# PL-900

## Microsoft Power Platform Fundamentals Trainer Preparation Guide

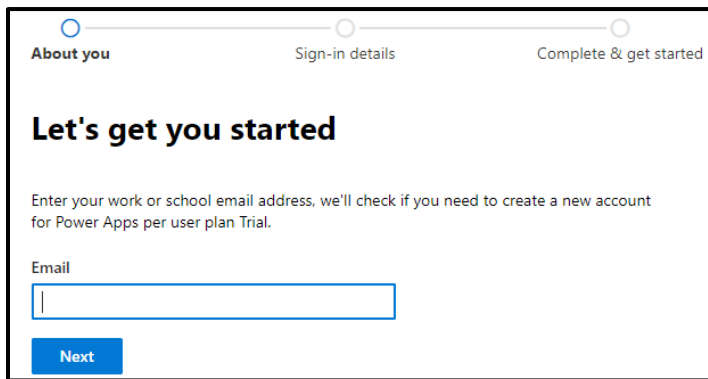
June 2023

The steps outlined in this document will assist you in creating a 30-day trial account that is not associated with your company's Power Apps tenant. This will ensure that you have full administrative rights to complete any lab steps necessary.

**IMPORTANT:** *Before you complete the steps below, it is highly recommended that you open your web browser in **InPrivate** or **Incognito** mode.*

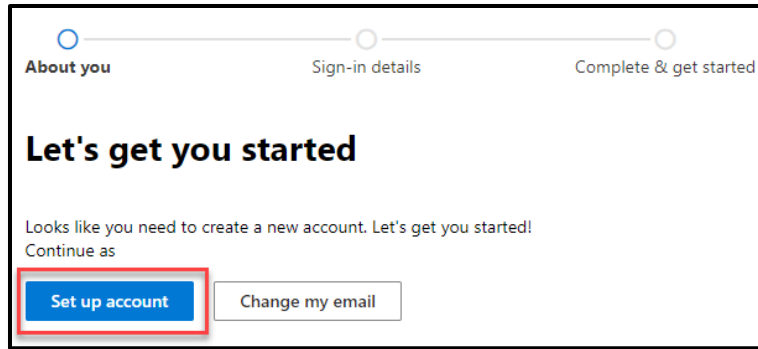
### Part 1:

1. To obtain a new ADD account, go to [Power Apps Per user Trial Plan](#).
2. On the **Let's get you started** screen, provide an email address you want to use.

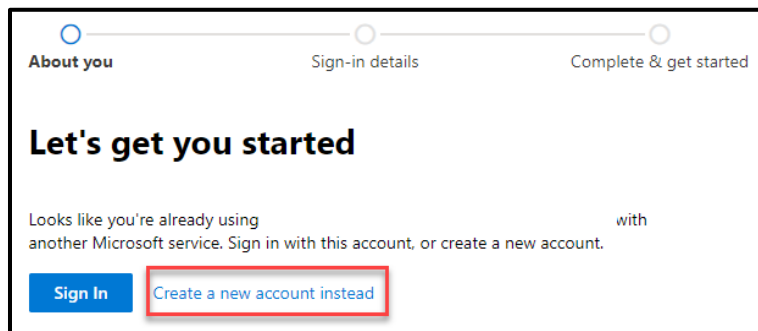


The screenshot shows a web interface for setting up a trial account. At the top, there are three progress indicators: 'About you' (active), 'Sign-in details', and 'Complete & get started'. The main heading is 'Let's get you started'. Below it, a message reads: 'Enter your work or school email address, we'll check if you need to create a new account for Power Apps per user plan Trial.' There is an 'Email' label above a text input field. A blue 'Next' button is located at the bottom left of the form area.

3. Select the **Next** button.
4. Based on the email address you entered, you will be taken to one of two screens. Follow the step below that best matches the screen you see.
  - a. If the email address you have used does not already have an account, you will need to select the **Set up account** button.



- b. If the email address you used already has an account associated with it, we want to create a new one instead. Select **Create a new account instead**.



5. On the **Tell us about yourself screen**, enter your details such as **First and Last name, phone number, company name**, etc.

The screenshot shows a three-step progress bar at the top with the following labels: "About you", "Sign-in details", and "Complete & get started". The first step, "About you", is active. The main heading is "Tell us about yourself". The form contains the following fields and options:

- First name \* (text input)
- Middle name (Optional) (text input)
- Last name \* (text input)
- Business phone number \* (text input)
- Company name \* (text input, value: Training)
- Company size \* (dropdown menu, value: 1 person)
- Country or Region \* (dropdown menu, value: United States)

Below the form, there is a consent section:

I understand that Microsoft may contact me about my trial.

I will receive information, tips, and offers about solutions for businesses and organizations, and other Microsoft products and services. [Privacy Statement](#).

I would like Microsoft to share my information with select partners so I can receive relevant information about their products and services. To learn more, or to unsubscribe at any time, view the [Privacy Statement](#).

A blue "Next" button is located at the bottom left of the form.

6. Once finished, select the **Next** button.
7. On the phone number screen, select how you want to have the verification code sent to you, and provide a phone number for them to contact you with a verification code.

The screenshot shows the same three-step progress bar. The second step, "Sign-in details", is active. The main heading is "Tell us about yourself". The form contains the following fields and options:

A text or phone call helps us make sure this is you.  
Enter a number that isn't VoIP or toll free.

- Text me
- Call me

Country code (dropdown menu, value: (+1) United States)

Phone number (text input)

We don't save this phone number or use it for any other purpose.

Buttons: "Send verification code" (blue) and "Back" (white).

8. Select **Send verification code**.

9. Enter the verification code you were provided. Select the **Verify** button.

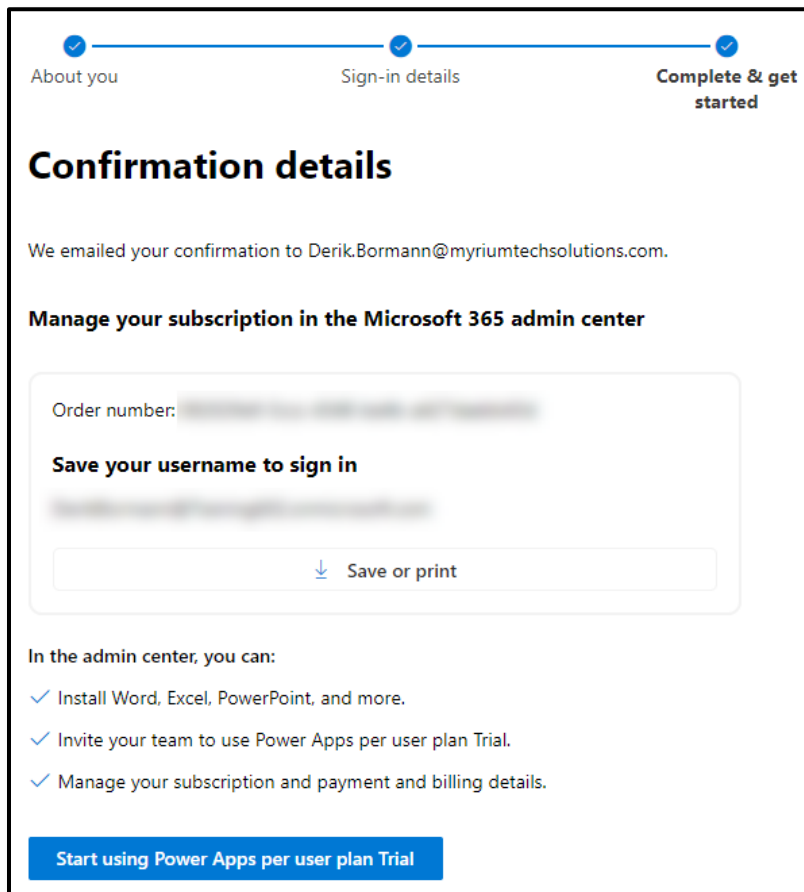
The screenshot shows a three-step progress bar at the top: 'About you' (completed), 'Sign-in details' (current step), and 'Complete & get started'. The main heading is 'Tell us about yourself'. Below it, a message states: 'A text or phone call helps us make sure this is you. Enter a number that isn't VoIP or toll free.' There are two radio buttons: 'Text me' (selected) and 'Call me'. Below these are two input fields: 'Country code' with a dropdown menu showing '(+1) United States' and 'Phone number' with a blurred input field. A note says: 'We don't save this phone number or use it for any other purpose.' A red box highlights the 'Enter your verification code' input field, which contains a blurred code. Below the input field is a link: 'Didn't get it or need a new code? Try again.' At the bottom are two buttons: 'Verify' (blue) and 'Change my phone number' (white).

10. Next, you will be taken to the **How you'll sign in** screen. Specify the **username**, **domain name**, and **password** you want to use.

The screenshot shows a three-step progress bar at the top: 'About you' (completed), 'Sign-in details' (current step), and 'Complete & get started'. The main heading is 'How you'll sign in'. Below it, a message states: 'This username is what you'll use to sign in each time you use your apps. The domain name is a suggestion. You can change your domain now, or later at any time with your own custom domain.' There are two input fields: 'Username \*' and 'Domain name \*'. The domain name field has a dropdown menu showing '.onmicrosoft.com' and a 'Save' button. Below these are two password input fields: 'Password \*' and 'Confirm password \*', both with eye icons. At the bottom is a link: 'By selecting **Next**, you agree to our [trial agreement](#).' At the very bottom is a blue 'Next' button.

11. Select the **Next** button.

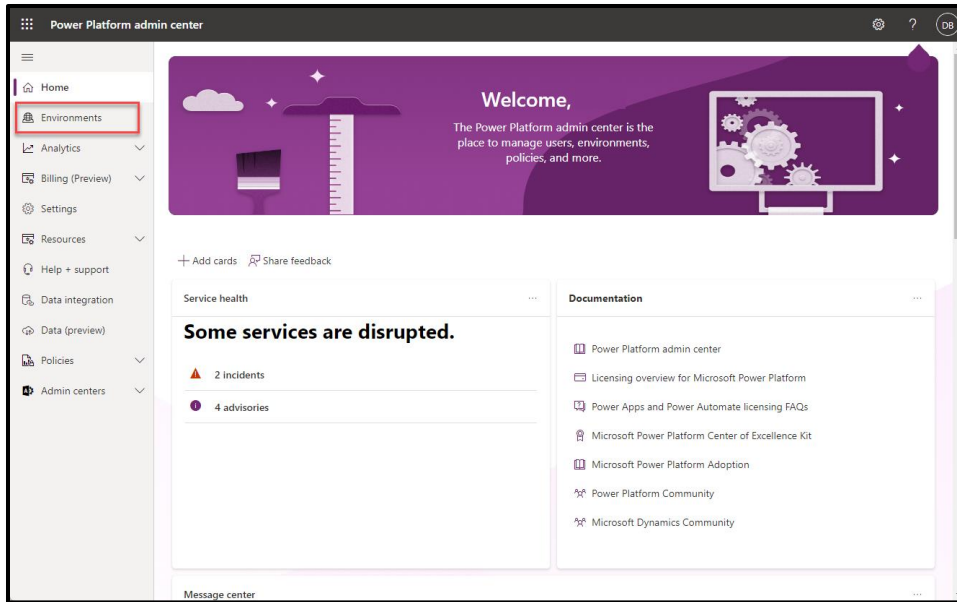
12. Your account will be created. It can take several minutes. Once your account is created, you will be taken to the **confirmation details** screen. You should write down or save your account information as you will need it.



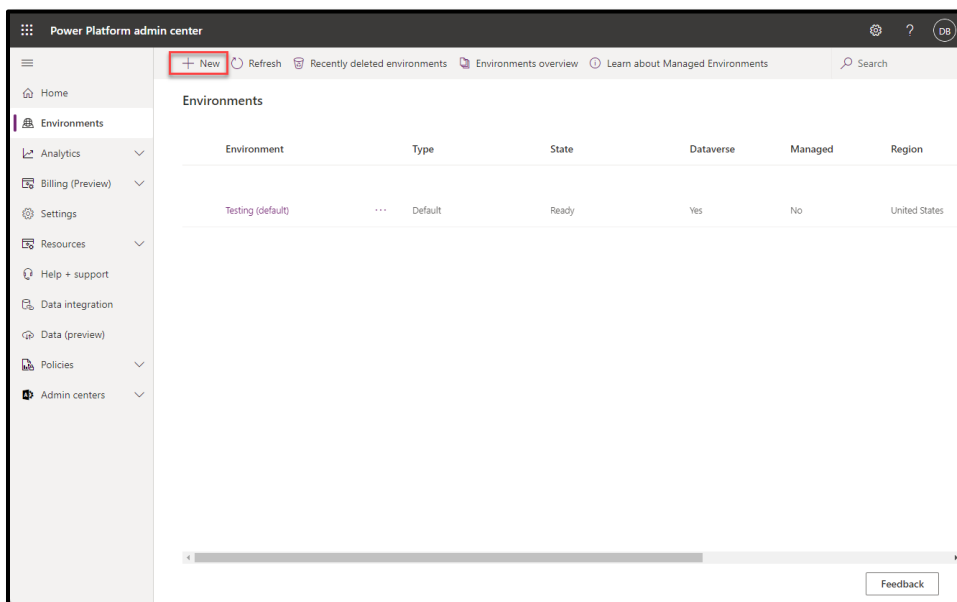
## Part 2:

Now that you have a trial tenant with admin permissions, we are going to create an environment that you can use with the exercise.

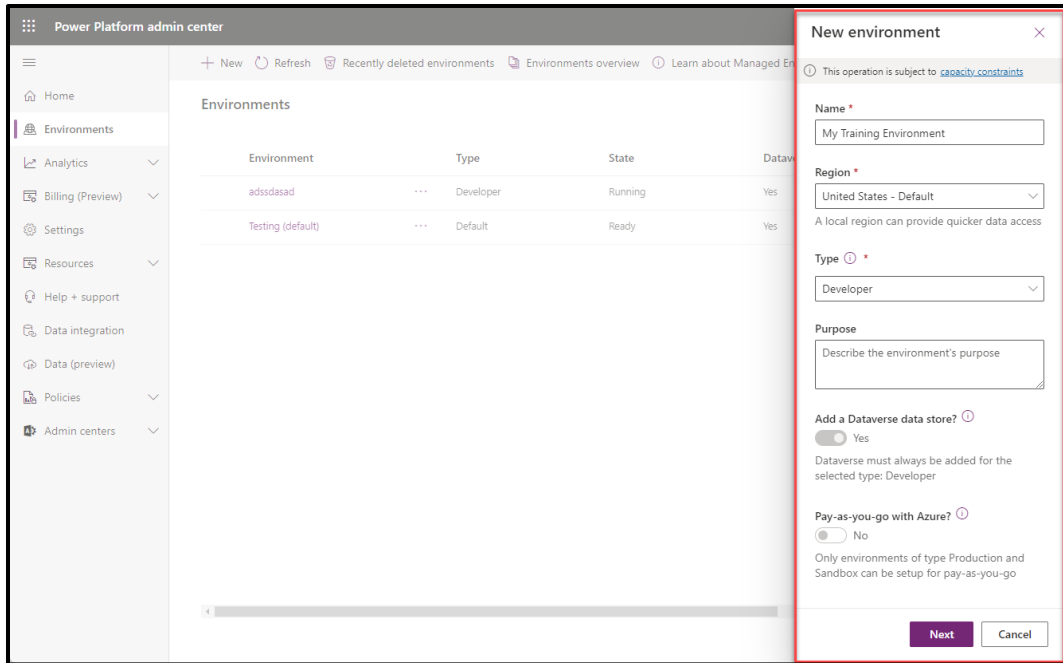
1. In your web browser, open a new browser tab.
2. In your new browser tab, navigate to <https://admin.powerplatform.microsoft.com>.
3. Using the navigation on the left, select **Environments**.



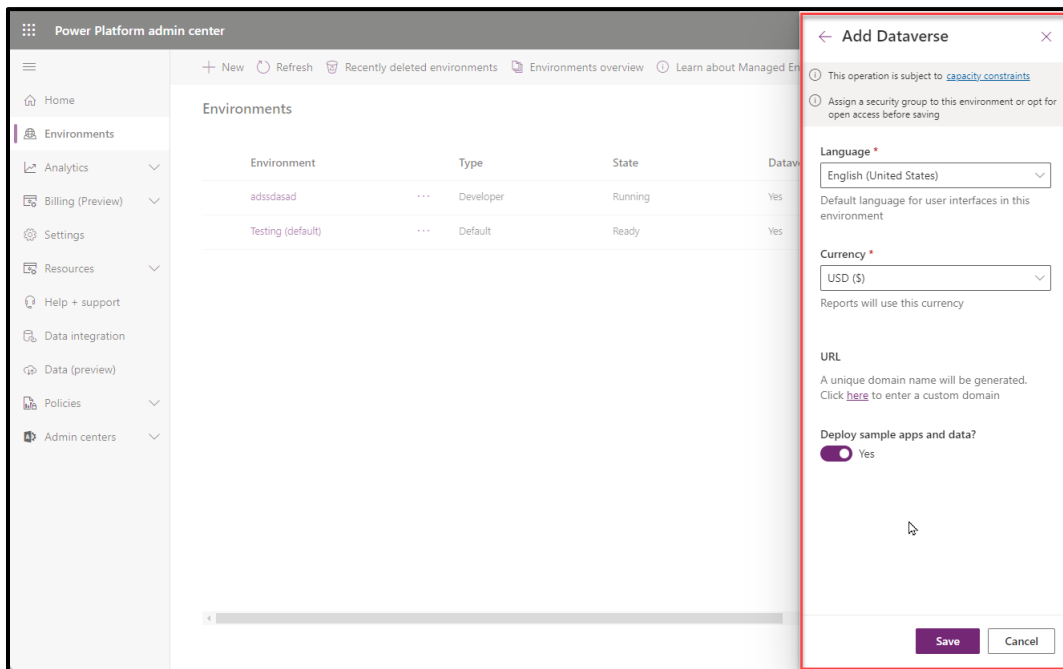
4. On the **Environments** screen, select the **+ New** button.



5. Complete the **New environment** screen as follows:
- Name:** Enter a name for the Environment
  - Region:** Select the region you want to use.
  - Type:** Developer



6. Select the **Next** button.
7. Select the language and currency you want to leverage.
8. Set **Deploy sample apps** and data to **Yes**.



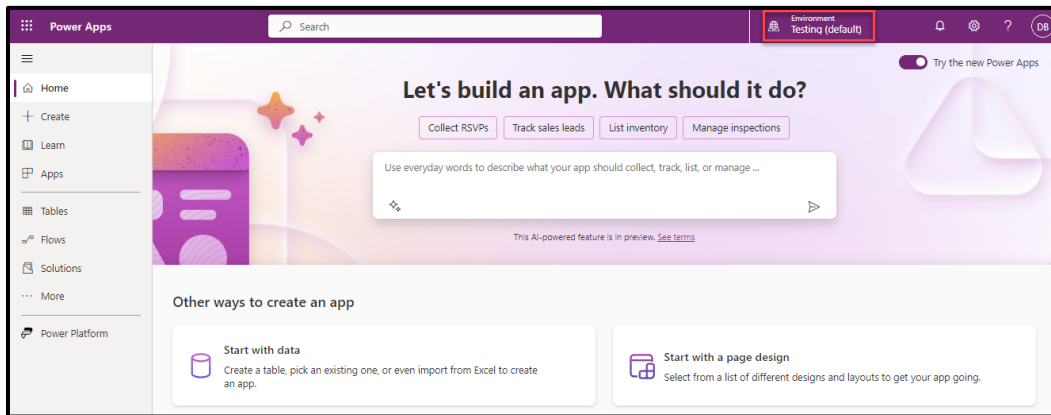
9. Select the **Save** button.

It can take several minutes for your new environment to be created.

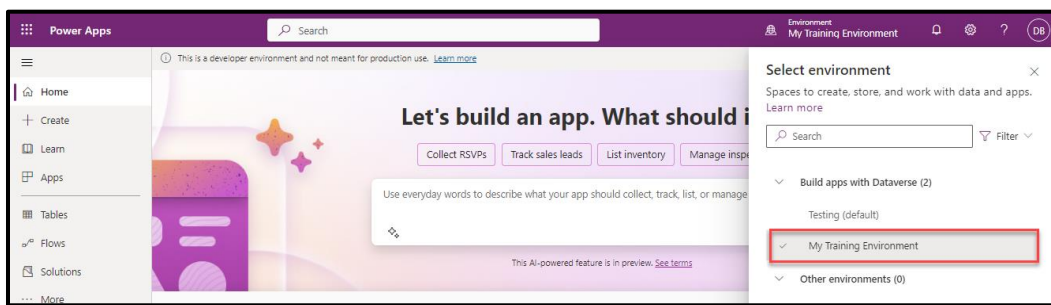
### Part 3:

Once your environment is created, you need to open the Power Apps maker Portal:

1. In your web browser, open a new browser tab.
2. In your new browser tab, navigate to <https://make.powerapps.com>.
3. Select **Environments** at the top of your screen.



4. On the **Select environment** screen, select the environment you just created.



Congratulations, you have everything you need to complete the hand-on-lab. You can now proceed to the steps outlined in the exercise.