

Instructions

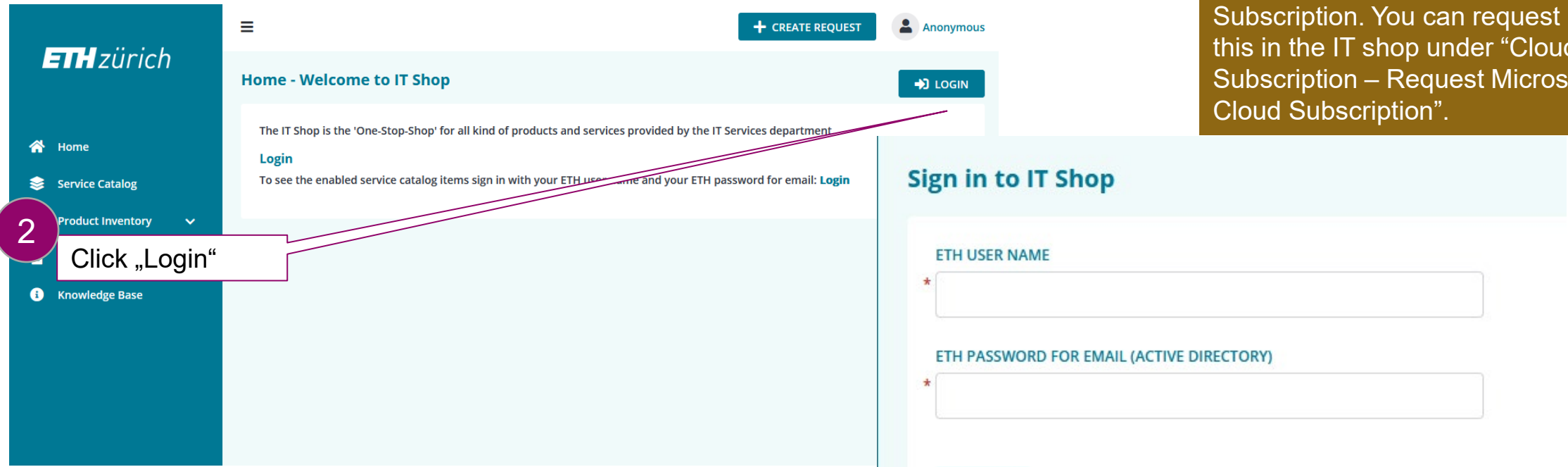
Ordering the Lifelong Learning Hub (L3H) license

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

i **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)

The screenshot shows the ETH Zürich IT Shop interface. On the left is a dark teal sidebar with the ETH Zürich logo and a navigation menu: Home, Service Catalog, Overview, Requests, Activities, My Products, Product Inventory, News, and Knowledge Base. The main content area is light teal and titled 'Home - Welcome to IT Shop'. It contains a welcome message, a 'Login' section indicating the user is logged in as 'D\gerismann', and a 'Tips and Hints' section with a 'Create Request' link. Below this are sections for 'Favorite Request Offerings' and 'Recent Request Offerings'. The 'Recent Request Offerings' section features a card for 'Order Software Product' with a star icon, which is highlighted by a red box. A red circle with the number '4' is positioned to the left of this card, and a red callout box points to it with the text 'Select "Order Software Product"'. At the top right of the main area, there is a '+ CREATE REQUEST' button and a user profile for 'Erismann Gabriel (VPPL)'.

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

	Software Name	Publisher	OS	Language	Licensing	Cat
<input checked="" type="checkbox"/>	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 →

5

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".

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

The screenshot shows the MS Teams interface with the 'Apps' section open. A search bar at the top contains the text 'lifelong'. Below the search bar, there are three app cards: 'Lifelong Learning Hub' by Microsoft Corporation, 'Zoho CRM' by Zoho Corporation Pvt Ltd, and 'OpenLearning' by Open Learning Global Pty Ltd. The 'Lifelong Learning Hub' card has an 'Open' button highlighted with a red box. A callout box with the number '3' points to this button with the text 'Click on "Open" or "Add"'. Another callout box with the number '1' points to the 'Apps' button in the left sidebar with the text 'Open MS Teams as an app or in the browser: • Click on "Apps" • Type 'lifelong learning hub' in the search field at the top.' A third callout box with the number '2' points to the search bar with the text 'lifelong'.

1 Open MS Teams as an app or in the browser:

- Click on "Apps"
- Type 'lifelong learning hub' in the search field at the top.

2 lifelong

3 Click on "Open" or "Add".

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

Activity

Chat

Teams

Calls

Files

a Learn...

...

Apps

Viva Learning Home My Learning the ETH Oberassistent... Manage Admin

Welcome to the ETH Oberassistent community

Miriam Frau

All caught up! No courses assigned

No recommendations From your network yet

Featured

Willkommen Oberassistentende

LEARNING HUB

Herzlich willkommen im Learning Learning Hub für ETH Oberassistentende!

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

Curated for you

Onboarding and getti... (36) Exploration and growth (33) [Transition \(9\)](#)

Du denkst über die nächsten Schritte in deiner beruflichen oder wissenschaftlichen Entwicklung nach. Die Phase "Transition" ist geprägt von Veränderungen und Entscheidungen, für welche du hier hilfreiche Werkzeuge und Inputs findest. In the "Transition" phase, characterized by change and decision-making, you begin to think... [Read More](#)

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**.