



Lifelong Learning Hub

**Guide: How to order
MS Teams and the L3H app**

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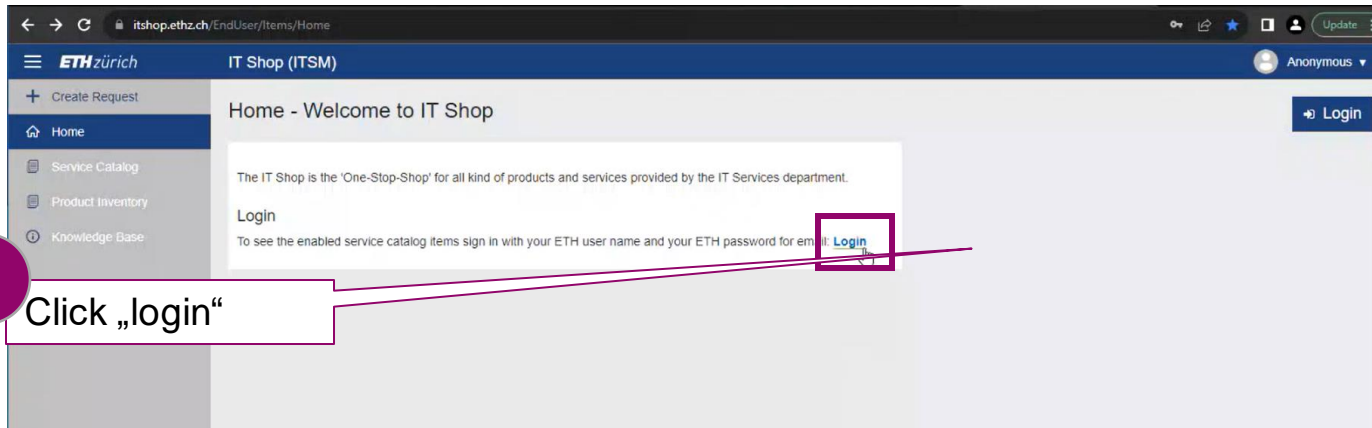
Lifelong Learning Hub

**Guide: How to order
MS Teams**

Guide: How to order MS Teams in the ETH Zurich IT Shop (1/4)

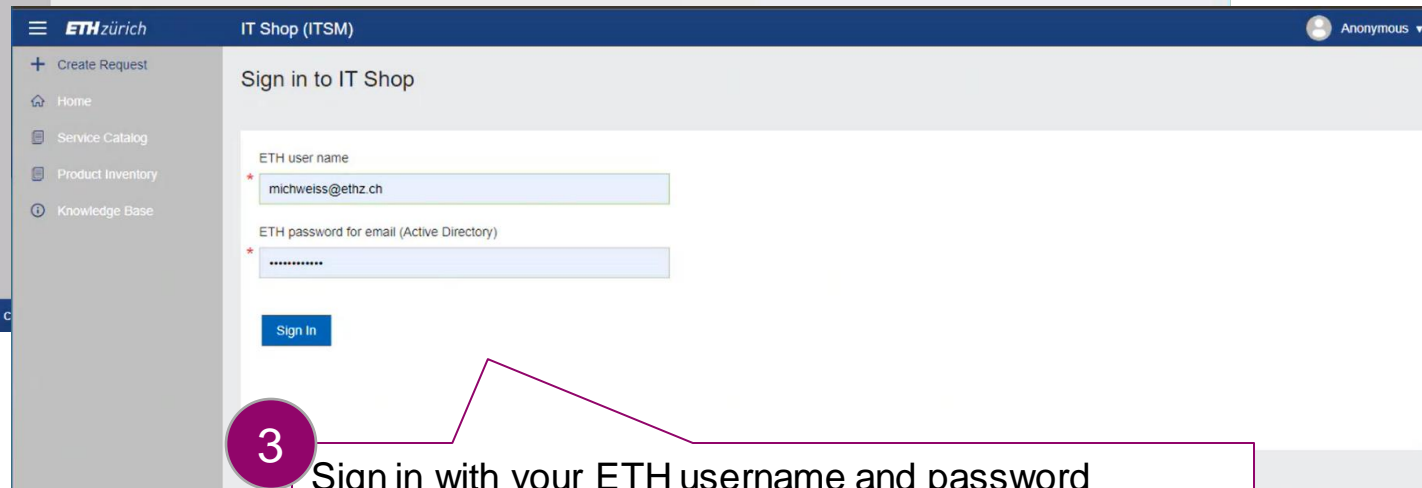
1

Go to <https://itshop.ethz.ch/EndUser/Items/Home>



2

Click „login“



3

Sign in with your ETH username and password



Additional information on the [IT-Shop | ETH Zürich](#)

Guide: How to order MS Teams in the ETH Zurich IT Shop (2/4)

4

Once you are signed in, search for „Office“ in the search field

5

Select „Request Microsoft Cloud Subscription“

i Additional information on the [IT-Shop | ETH Zürich](#)

ETH zürich

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25.09.2023 5

The screenshot shows the 'Service Catalog' page of the ETH Zurich IT Shop. The search bar at the top right contains the text 'office'. Below the search bar, the 'Cloud Subscription' category is expanded, and the 'Request Microsoft Cloud Subscription' button is highlighted with a red box. The button text reads: 'Request Microsoft Cloud Subscription. Request access to Microsoft cloud service. (Office-Suite, Teams, etc.)'. The left sidebar shows the 'Service Catalog' menu item highlighted. The bottom right corner features an information icon and a link to 'Additional information on the IT-Shop | ETH Zürich'. The footer includes the ETH Zurich logo, copyright information, and the date 25.09.2023.

Guide: How to order MS Teams in the ETH Zurich IT Shop (3/4)

6 Complete the form

- Confirm you have read and accepted the information security agreement (ETH-ADMIN-STAFF)
- User Name

7 Click „Submit Request“

ETH zürich IT Shop (ITSM) Weiss Michael

More information:

Last update March 2022.

Please find further information on the regulation of external cloud services and classification of data and information at ETH Zurich here.

If you have any questions or would like further information, please contact:

ETH Zurich
IT Services - Service Desk
Tel: +41 44 632 77 77
E-Mail: servicedesk@id.ethz.ch

* By clicking on the Yes/Ja button, you will confirm that you have read the Rules above and the "Information Security at ETH Zurich" document (EN/DE) and that you understand and accept them.

Yes No

Select Organisation Unit

* Type here to filter results...

The following user will receive the selected subscription

Type here to filter results...

| Display Name | User Name |
|---------------|-----------|
| Weiss Michael | michweiss |

Please notice: Enablement of Teams communication may take up to 24 hours!

Close Submit Request →

8

You will receive an order confirmation E-Mail from the IT-shop.

i Additional information on the [IT-Shop | ETH Zürich](#)

Guide: How to order MS Teams in the ETH Zurich IT Shop (4/4)

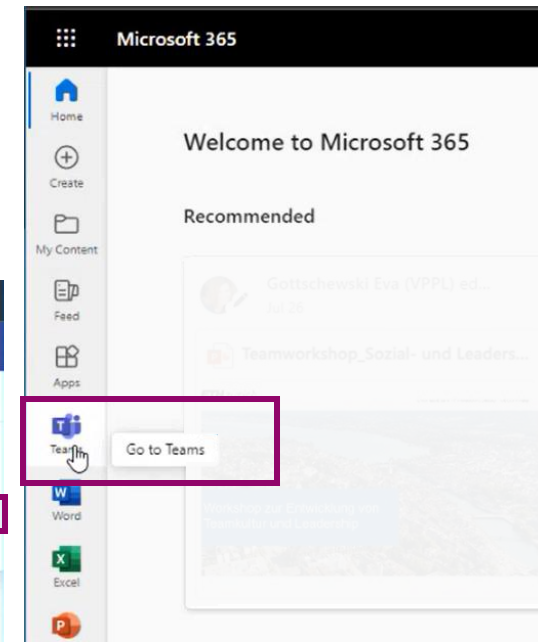
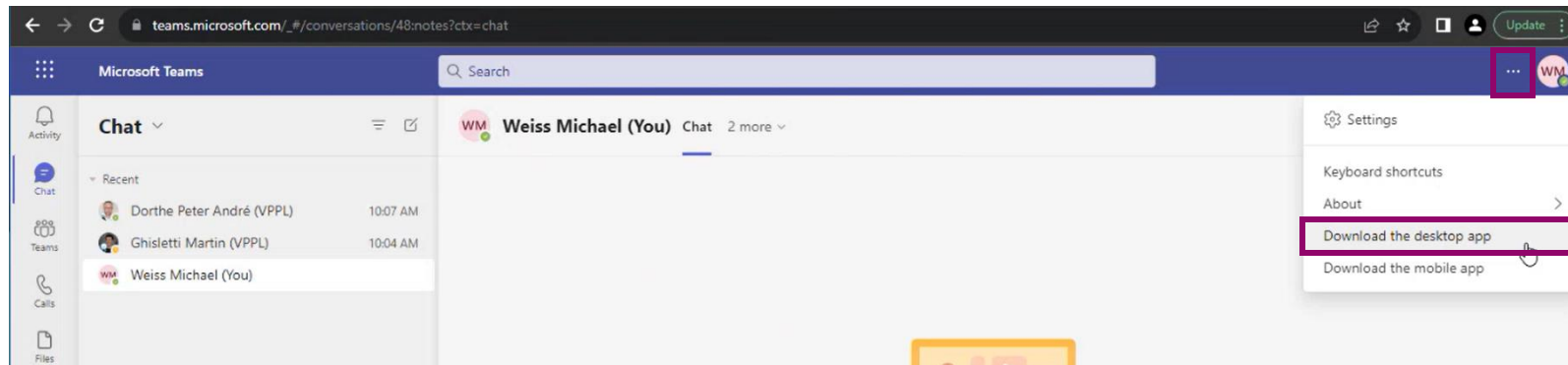
9

You will receive another E-Mail from the IT shop as soon as your licence has been allocated. You can now log in on office.com

10

To download the MS Teams desktop app

1. Log in on office.com
2. In the navigation pane on the left, click on MS Teams
3. In MS Teams, click on the 3 dots and then on „download desktop app“



Additional information on the
[IT-Shop | ETH Zürich](#)

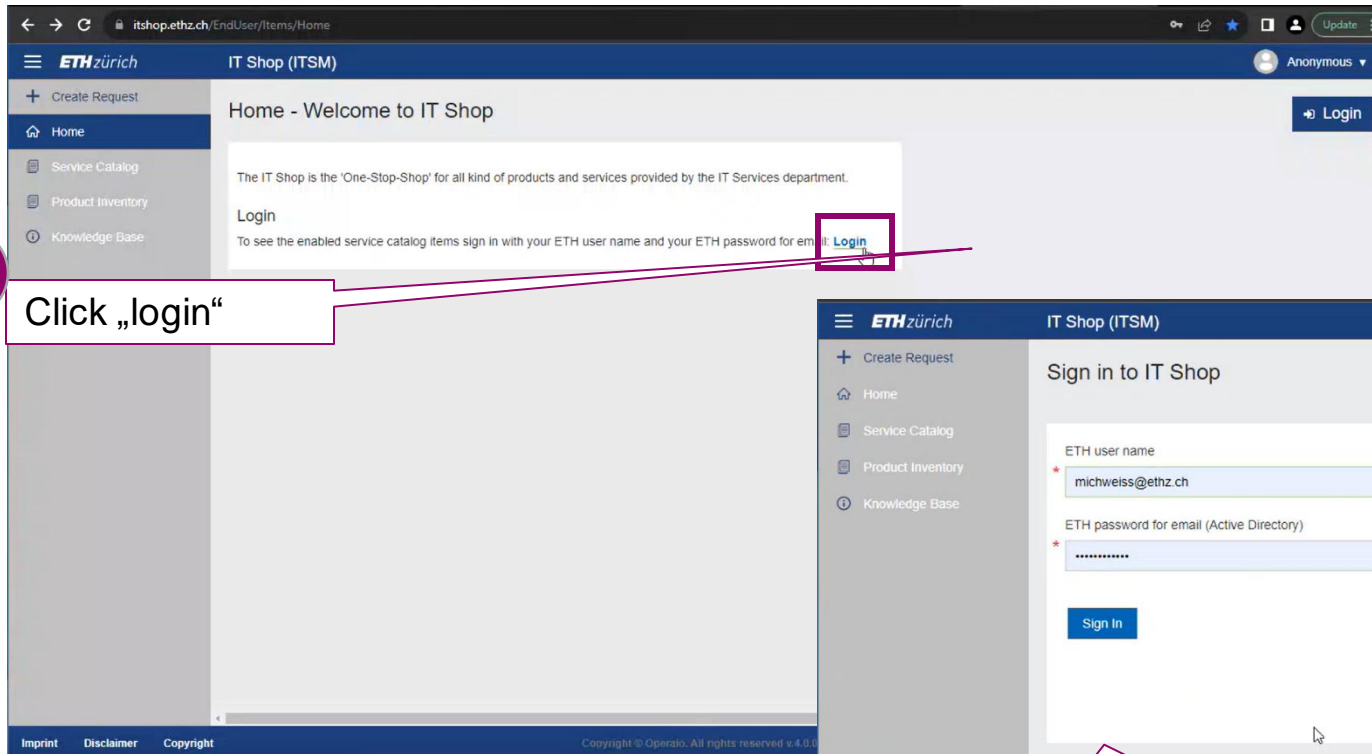


Lifelong Learning Hub
Guide: How to order your
L3H license

Guide: How to order your L3H license in the ETH Zurich IT Shop (1/3)

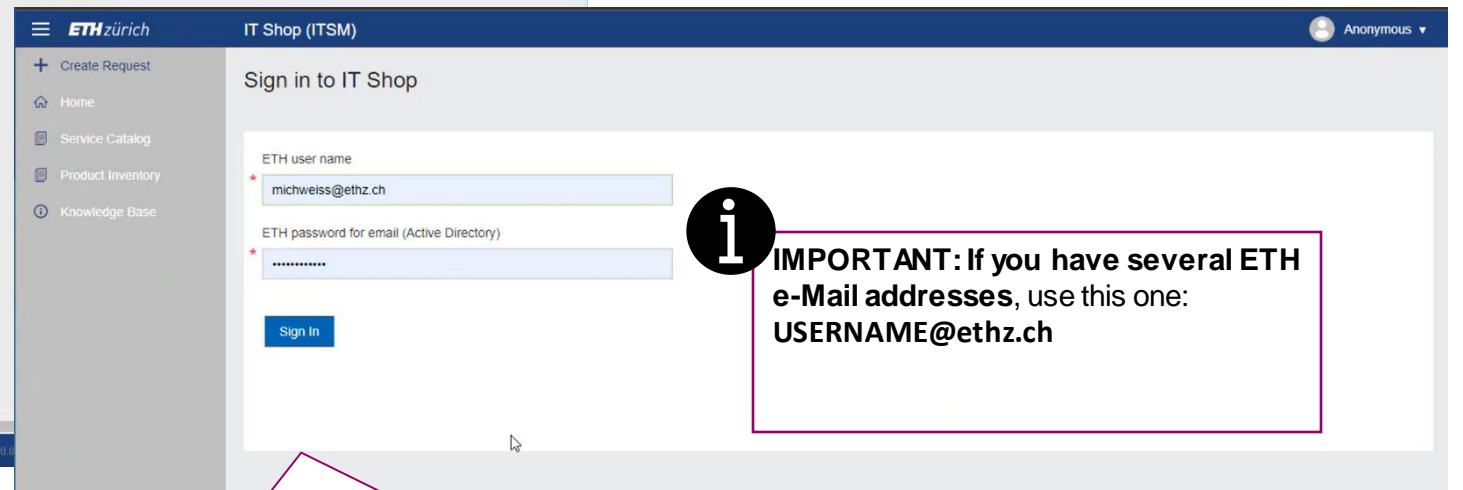
1

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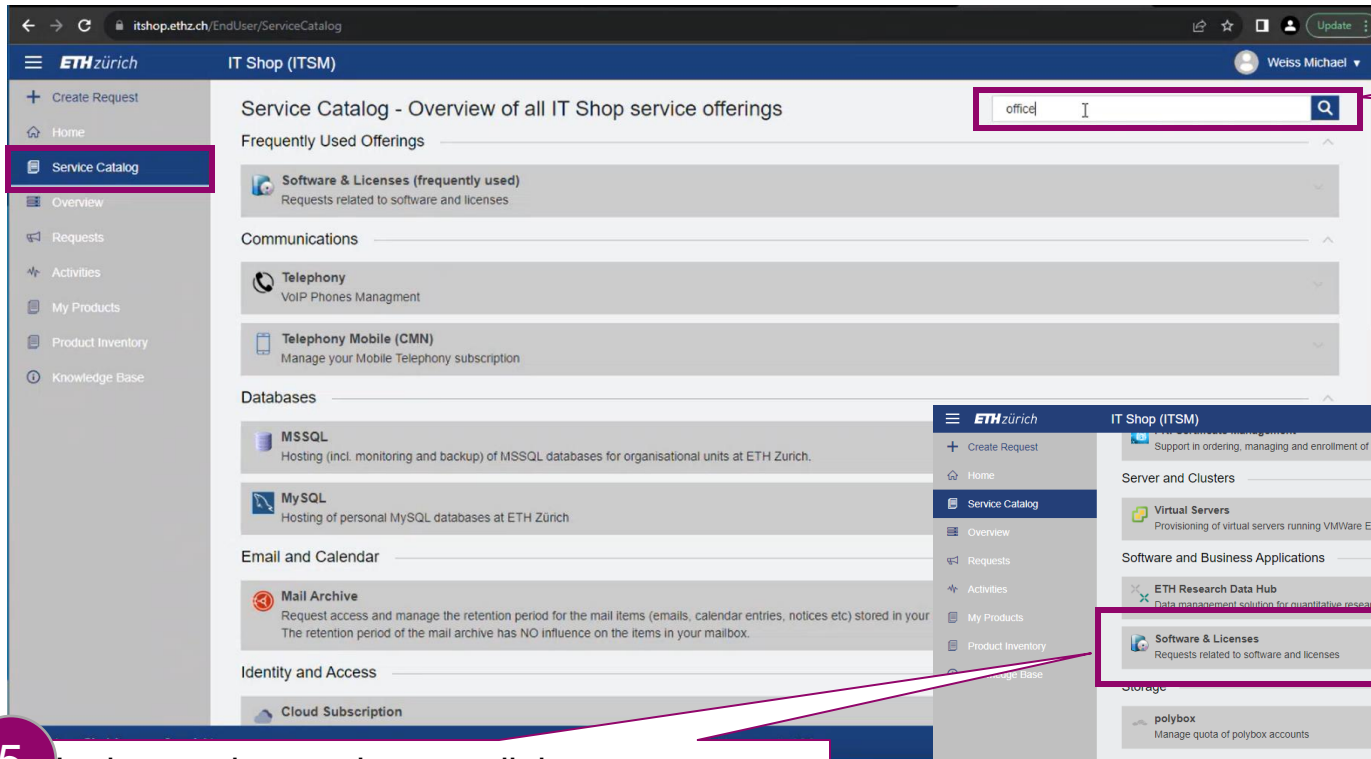


IMPORTANT: If you have several ETH e-Mail addresses, use this one: USERNAME@ethz.ch



Additional information on the [IT-Shop | ETH Zürich](#)

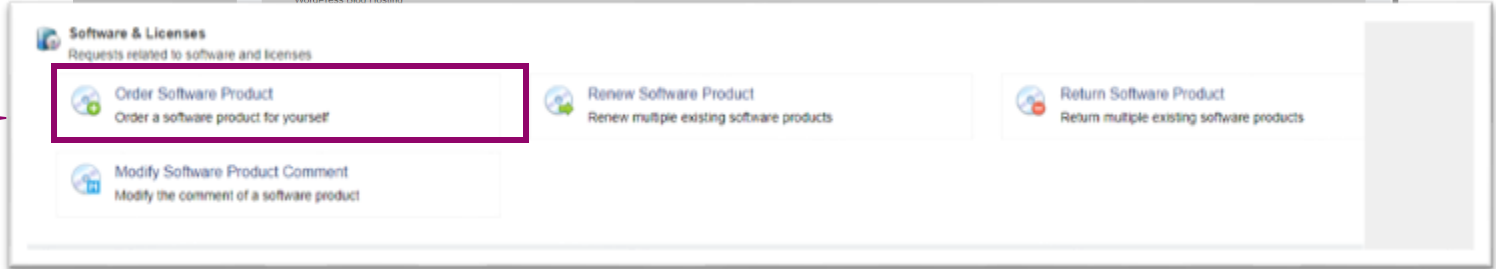
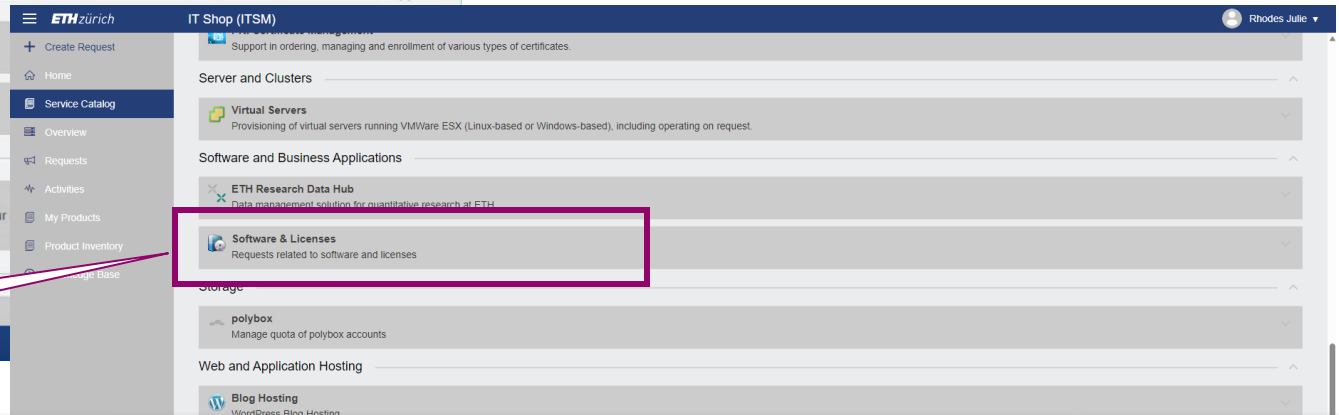
Guide: How to order your L3H license in the ETH Zurich IT Shop (2/3)



4
Once you are signed in, the service catalog will open

5
In the service catalog, scroll down and select „Software & Licenses“

In the pop-up window, select „Order Software Product“



Guide: How to order your L3H license in the ETH Zurich IT Shop (3/3)

Complete the form

- Confirm you have read and accepted the information security agreement (ETH-ADMIN-STAFF)
- User Name

6

7

Click on „Next Step“.

8

Search for „Lifelong Learning Hub“ in the search field. Select Lifelong Learning Hub and click on „Submit“. On the next page, accept the License Agreements and click on „Next Step“. You'll see an overview of your orders. Click on „Submit“. After a few minutes you'll receive an e-mail "Your Software & Licenses request was completed".



Additional information on the [IT-Shop | ETH Zürich](#)

Guide: Integration of the L3H App in MS Teams (1/1)

The screenshot displays the MS Teams Desktop App interface. On the left sidebar, the 'Apps' icon is highlighted with a red box and a callout bubble containing the number '1'. The main area shows the 'Apps' section with a search bar containing 'viva learning' (also highlighted with a red box). Below the search bar, there are categories like 'Built by Microsoft', 'Education', 'Productivity', 'Project management', 'Utilities', and 'Social'. The search results for 'viva learning' are displayed on the right, showing three apps: 'Viva Learning', 'Viva Insights', and 'Viva Goals'. The 'Viva Learning' app card has an 'Open' button highlighted with a red box and a callout bubble containing the number '2'. The 'Viva Insights' app card also has an 'Open' button, and the 'Viva Goals' app card has a 'Request' button.

1

In the MS Teams Desktop App

- Click on "Apps"
- Search for "viva learning"

2

Click on "open" or "add" respectively

Guide: Integration der L3H App in MS Teams (2/2)

Activity

Chat

Teams

Calls

Files

a Learni...

...

Apps

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

Welcome to the ETH Oberassistenten community

Search Viva Learning

Miriam Frau

All caught up! No courses assigned

No recommendations From your network yet

Pick where you left On-the-job development: Sug...

Featured

Willkommen Oberassistenten

Weiss Michael | Course

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](#)

Welcome to the L3H!
If your licence is active, you are ready to start your learning journey.

IMPORTANT
If you do **not see** the dropdown menu „ETH Oberassistenten“ etc. At the top and the lifecycle phases at the bottom „Onboarding“, „Exploration“ etc. please click **refresh** (marked yellow).