



Cisco Learning Network Space (CLNSp)

LP Administration User Guide



LP Admin On-Boarding Process

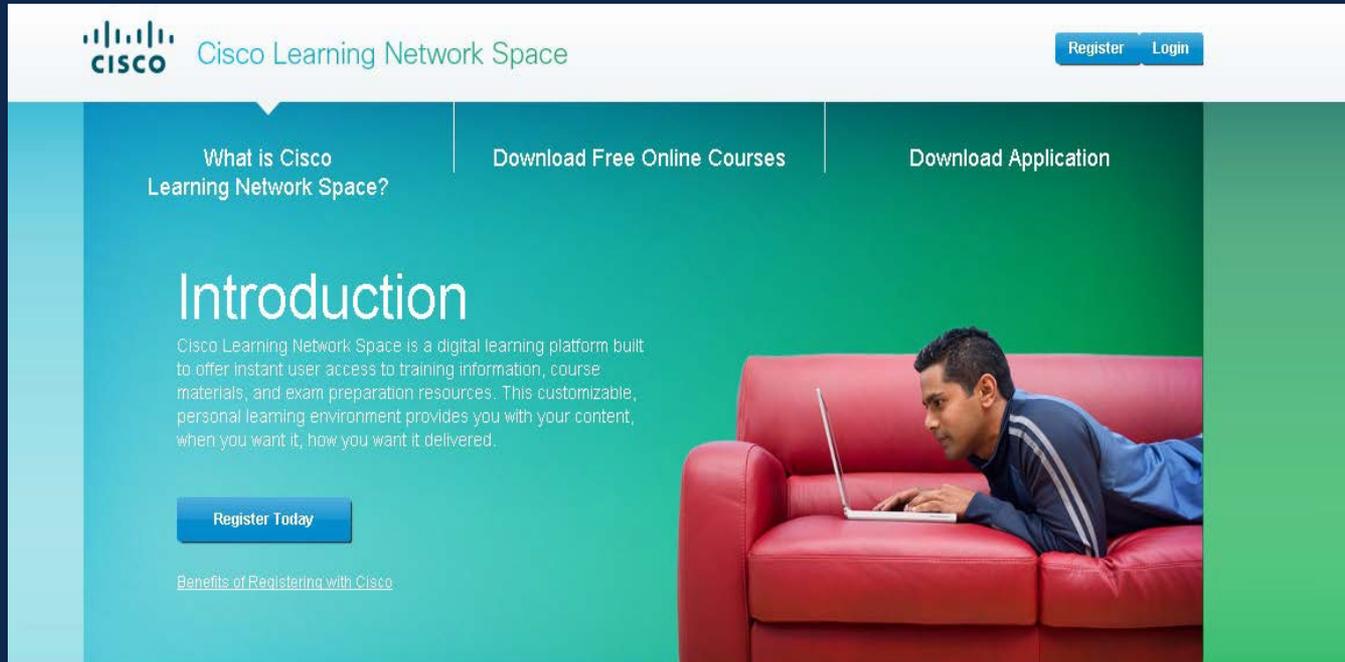
LP Admin – The designated person who is responsible for digital kit management and distribution of digital kit access codes on the CLNSp.

To start the onboarding process:

1. The designated LP Admin must have the following:
 - a. A valid Cisco ID
 - b. Register by logging into the CLNSp <https://learningspace.cisco.com> , with Cisco ID.
2. LPMS Admin must log into LPMS: www.cisco.com/go/lpms
 - a. Click on Manage on top left side > Manage Contacts
 - b. Click on Add Contacts
 - c. Select contact type: Cisco Learning Space Platform Admin
 - d. Follow the prompts to complete adding the contact to LPMS
3. Please allow 24 hours to 48 hours for systems to synchronize and the designated LP admin will receive a separate email confirming their access to the CLNSp.

CLNSp: Login

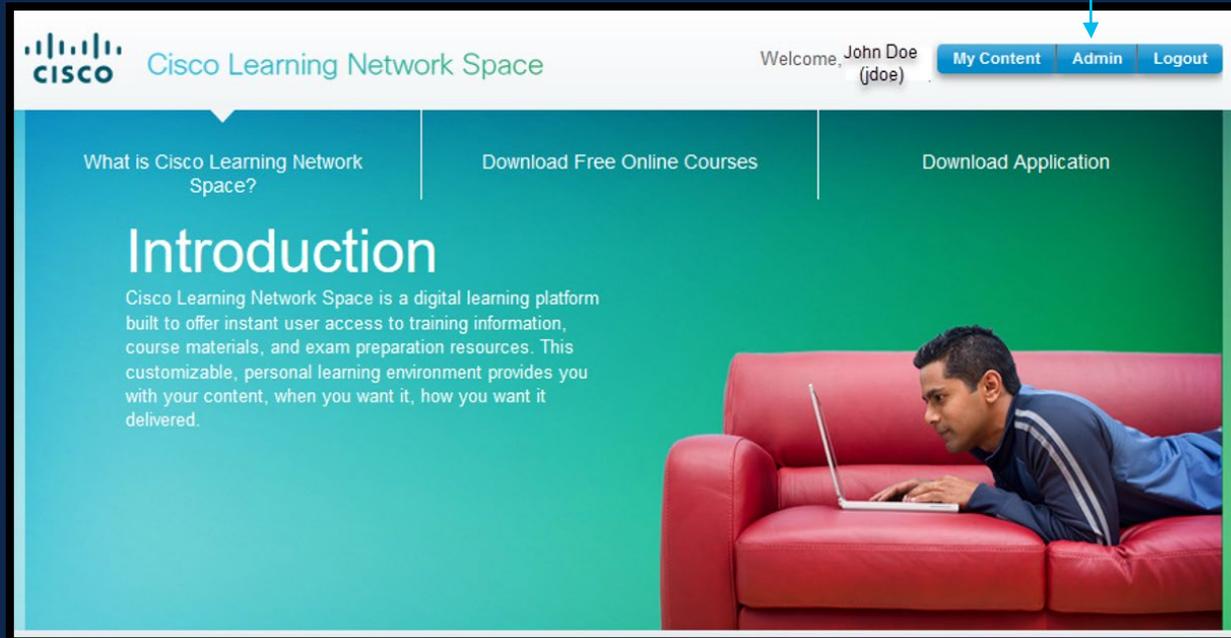
To manage your order(s) log into CLNSp with your Cisco ID at <https://learningspace.cisco.com/>.



The screenshot shows the Cisco Learning Network Space homepage. At the top left is the Cisco logo and the text "Cisco Learning Network Space". To the right are "Register" and "Login" buttons. Below the header are three navigation tabs: "What is Cisco Learning Network Space?", "Download Free Online Courses", and "Download Application". The main content area features a large "Introduction" heading, a paragraph describing the platform as a digital learning environment, and a "Register Today" button. A man is shown sitting on a red sofa using a laptop. At the bottom left of the main content area, there is a link for "Benefits of Registering with Cisco".

CLNSp: Login Screen

The Welcome Screen will display 3 tabs: My Content, Admin, Logout



Click on Admin to access the portal.

CLNSp: Order Management

Displays all orders the Learning Partner has ordered.

Processed:
Displays order(s) successfully processed through the portal.

The screenshot shows the 'Order Management' interface. At the top, there are tabs for 'Processed' and 'Unprocessed'. Below the tabs is a search bar labeled 'Search By Program Name'. The main content is a table with the following columns: Program Name, Order Number, SKU ID (Acronym), Quantity, Order Date, Source, and Actions. The table contains 10 rows of data, all with a quantity of 1 and a source of 'GILMORE'. The bottom of the interface shows a pagination control: 'Show 10 entries Showing 1 to 10 of 24 entries' and navigation buttons for 'First', 'Previous', '1', '2', '3', 'Next', and 'Last'.

Program Name	Order Number	SKU ID (Acronym)	Quantity	Order Date	Source	Actions
DIGITAL KITS - DIRECT	#####	TRNSK-803-D (CONAX)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - DIRECT	#####	TRNSK-801-D (ICND1)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - DIRECT	#####	TRNSK-802-D (ICND2)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - DIRECT	#####	TRNSK-801-D (ICND1)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - DIRECT	#####	TRNSK-802-D (ICND2)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - DIRECT	#####	TRNSK-803-D (CONAX)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - CLD3	#####	TRNSK-671-D (SWITCH)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - CLD3	#####	TRNSK-672-D (ROUTE)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - CLD3	#####	TRNSK-673-D (TSHOOT)	#	MMDDYYYY ##.## PST	GILMORE	
DIGITAL KITS - DIRECT	#####	TRNSK-691-D (DESIGN)	#	MMDDYYYY ##.## PST	GILMORE	

Unprocessed:
Displays order(s) that were unsuccessfully processed.

CLNSp: Order Management Screen

Displays order information when placing the order.

1. **Program Name:** The catalog name which the courseware resides on.
2. **Order Number:** Reference number tied to order.
3. **SKU ID (Acronym):** Unique identifier for the product (LS – standalone kits; CLL – kits/labs).
4. **Quantity:** Number of digital kits ordered.
5. **Order Date:** Date when the ordered was placed.
6. **Source:** Where the product was ordered or how it processed.

Source Examples:

- **Gilmore:** Through Learning Store
- **CLL:** Through Cisco Learning Labs Scheduler

The screenshot shows the CLNSp Order Management interface. At the top, there are tabs for 'Processed' and 'Unprocessed'. Below the tabs is a search bar labeled 'Search By Order Number'. Underneath the search bar are buttons for 'Expand All' and 'Collapse All'. The main content is a table titled 'Most Recent 200 Records'. The table has six columns: 'Program Name', 'Order Number', 'SKU ID (Acronym)', 'Quantity', 'Order Date', and 'Source'. Each column header is circled with a number from 1 to 6. The first row of data shows 'LP DIRECT - DIGITAL KITS' in the Program Name column, a masked order number in the Order Number column, 'LS-SISE-3.0-D (SISE)' in the SKU ID (Acronym) column, a masked quantity in the Quantity column, 'MM-DD-YYYY ###POT' in the Order Date column, and 'GILMORE' in the Source column.

1	2	3	4	5	6
Program Name	Order Number	SKU ID (Acronym)	Quantity	Order Date	Source
LP DIRECT - DIGITAL KITS	#####	LS-SISE-3.0-D (SISE)	#	MM-DD-YYYY ###POT	GILMORE

CLNSp: Order Management Screen

View Order Details

To view all order details, you can click on the Expand All or Collapse All.

Order Management

Processed Unprocessed

Search By Order Number

Expand All Collapse All

Program Name	Order Number	SKU ID (Acronym)	Quantity	Order Date	Source
LP DIRECT - DIGITAL KITS	#####	LS-SISE-3.0-D (SISE)	#	MM-DD-YYYY ##:## PST	GILMORE
Order Type: DIRECT	Parent LP Site: Site Name (#####)	Delivery LP Site: Site Name (#####)	Line Item Number: 1	Learning Offering	Ship To Country: -
Order Requested By Date: MM-DD-YYYY ##:## PST	Ordered By: First and Last Name (CCOID, Email)	Created By: First and Last Name (CCOID, Email)	Modified By: First and Last Name (CCOID, Email)		
Cisco Learning Labs	CLL-#####	CLL-DCMDS-3.1-D (DCMDS)	#	MM-DD-YYYY ##:## PST	CLL
Order Type: DIRECT	Parent LP Site: Site Name (#####)	Delivery LP Site: Site Name (#####)	Line Item Number: 1	Learning Offering	Ship To Country: -
Order Requested By Date: MM-DD-YYYY ##:## PST	Ordered By: First and Last Name (CCOID, Email)	Created By: First and Last Name (CCOID, Email)	Modified By: First and Last Name (CCOID, Email)		

Individual order details can be viewed by clicking on the + or - icon.

CLNSp: Order Management Screen

Advanced Search Field

To open the Advanced Search fields, click on the down arrow.

The screenshot shows the 'Order Management' interface. At the top, there are tabs for 'Processed' and 'Unprocessed'. Below them is a search bar labeled 'Search By Program Name'. The 'Advanced Search' section is expanded, showing several input fields: 'Program Name', 'Order Number', 'SKU ID', 'Order Sale Type', and 'Source'. A dropdown menu for 'Order Sale Type' is open, showing options: 'Select', 'Select', 'Direct', and 'Resale'. A 'Search' button is circled in black. Below the search fields is a table with columns: Program Name, Order Number, SKU ID (Acronym), Quantity, Order Date, Source, and Actions. The table contains three rows of data for 'LP DIRECT - DIGITAL KITS'.

Program Name	Order Number	SKU ID (Acronym)	Quantity	Order Date	Source	Actions
LP DIRECT - DIGITAL KITS	#####	TRNSK-803-D (CCNAX)	#	MM-DD-YYYY ### PST	GILMORE	
LP DIRECT - DIGITAL KITS	#####	TRNSK-801-D (ICND1)	#	MM-DD-YYYY ### PST	GILMORE	
LP DIRECT - DIGITAL KITS	#####	TRNSK-802-D (ICND2)	#	MM-DD-YYYY ### PST	GILMORE	

You can narrow your search by entering multiple parameters.

CLNSp: Order Management Screen

The 2 ways to Display Order Details

Order Management Learning Offering

Order Management > Order

Order Management

Processed Unprocessed

Search By Program Name

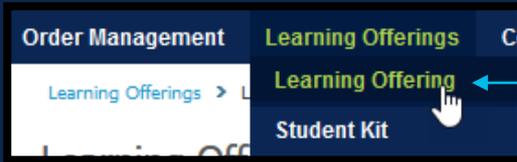
Expand All Collapse All

	Program Name	Order Number	SKU ID (Acronym)	Quantity	Order Date	Source	Actions
+	LP DIRECT - DIGITAL KITS	#####	TRNSK-803-D (CCNAX)	<u>10</u>	MM-DD-YYYY ### PST	GILMORE	
+	LP DIRECT - DIGITAL KITS	#####	TRNSK-801-D (ICND1)	<u>10</u>	MM-DD-YYYY ### PST	GILMORE	
+	LP DIRECT - DIGITAL KITS	#####	TRNSK-802-D (ICND2)	<u>10</u>	MM-DD-YYYY ### PST	GILMORE	
+	LP DIRECT - DIGITAL KITS	#####	TRNSK-801-D (ICND1)	<u>5</u>	MM-DD-YYYY ### PST	GILMORE	
+	LP DIRECT - DIGITAL KITS	#####	TRNSK-802-D (ICND2)	<u>5</u>	MM-DD-YYYY ### PST	GILMORE	
+	LP DIRECT - DIGITAL KITS	#####	TRNSK-803-D (CCNAX)	<u>5</u>	MM-DD-YYYY ### PST	GILMORE	

1. To view details of a specific order, click on the order quantity (number) hyperlink.

2. Or you can click on the folder icon

CLNSp: Learning Offering Management Screen



View all your orders or learning offerings using the “Learning Offerings” option.

Search offerings.

Sort by header columns.

Order Management Learning Offering
Learning Offering > Learning Offering
Learning Offering Create Learning Offering

Search: *****

Expand All Collapse All

Order Number	SKU ID	Quantity	Order Date	Name	Actions
*****	TRNSK-801-D	10	MM-DD-YYYY ### PST	*****TRN SK-801-D	
*****	TRNSK-802-D	10	MM-DD-YYYY ### PST	*****TRN SK-802-D	
*****	TRNSK-803-D	10	MM-DD-YYYY ### PST	*****TRN SK-802-D	

Show 10 entries Showing 1 to 10 of 36 entries

Page navigation: First Previous 1 2 3 4 Next Last

Display more entries on a one page.

Page through orders.

Modify offering by clicking on the pencil icon.

CLNSp: Student Kit Management Screen



View all your orders or Student Kits using the “Student Kit” option.

Student Kit Management

Search By Learning Offering [v] [x]

Status: [Select] [Send Email] [Set]

Expand All Collapse All

Legends: Available Assigned E-mailed Redemmed Revoked

	Access Code	Acronym	Version	Learning Offering	Student	CCOID	E-mail for Access Code	Status	Actions
<input checked="" type="checkbox"/>	[REDACTED]	ARCH	2.1	#####TRN SK-434-D	First and Last Name	Student CCOID	Student Email	★	[Refresh] [Edit] [Delete]
<input type="checkbox"/>	[REDACTED]	ARCH	2.1	#####TRN SK-434-D	-	-	-	▶	[Refresh] [Edit] [Delete]
<input checked="" type="checkbox"/>	[REDACTED]	ARCH	2.1	#####TRN SK-434-D	-	-	-	▶	[Refresh] [Edit] [Delete]
<input type="checkbox"/>	[REDACTED]	ARCH	2.1	#####TRN SK-434-D	-	-	-	▶	[Refresh] [Edit] [Delete]
<input checked="" type="checkbox"/>	[REDACTED]	ARCH	2.1	#####TRN SK-434-D	First and Last Name	Student CCOID	Student Email	★	[Refresh] [Edit] [Delete]
<input checked="" type="checkbox"/>	[REDACTED]	ARCH	2.1	#####TRN SK-434-D	First and Last Name	Student CCOID	Student Email	★	[Refresh] [Edit] [Delete]
<input type="checkbox"/>	[REDACTED]	ARCH	2.1	#####TRN SK-434-D	-	-	-	▶	[Refresh] [Edit] [Delete]
<input checked="" type="checkbox"/>	[REDACTED]	ARCH	3.0	#####TRN SK-923-D	-	-	-	▶	[Refresh] [Edit] [Delete]
<input checked="" type="checkbox"/>	[REDACTED]	ARCH	3.0	#####TRN SK-923-D	First and Last Name	Student CCOID	Student Email	★	[Refresh] [Edit] [Delete]
<input checked="" type="checkbox"/>	[REDACTED]	ARCH	3.0	#####TRN SK-923-D	First and Last Name	Student CCOID	Student Email	★	[Refresh] [Edit] [Delete]

Show 10 entries Showing 1 to 10 of 109 entries

Previous 1 2 3 4 5 Next

Displays list student kit details: Access code, Acronym, Version, Student Name, Cisco ID, E-mail Address and Status of the codes.

CLNSp: Student Kit Management Screen

Status Definitions

Legends:  Available  Assigned  Emailed  Redeemed  Revoked  Cancelled

- **Available:** The access code is ready for distribution.
- **Assigned:** The access code has been reserved (placeholder) for the student.
- **Emailed:** The access code has been emailed to student.
- **Redeemed:** The student has redeemed the access code and has access to the content.
- **Revoked:** Redeemed access code has been deactivated. Students will no longer have access to the content. (Action can be reversed)
- **Cancelled:** This code is no longer active. (Unable to reverse this action)

CLNSp: Student Kit Management Screen

Distribution of digital access codes

1. Check the box of the code you will distribute.

2. Click on "Send Email" to display the email field.

3. Enter student's email address.

4. Click on Set.

Generated Student Kits

Status: Send Email

Expand All Collapse All

Legends: Available Assigned Emailed Redeemed Revoked

	Access Code	Student	E-mail for Access Code	Status	Note	Act
<input checked="" type="checkbox"/>	[REDACTED]	-	<input type="text" value="jdoe@noone.com"/>			
<input type="checkbox"/>	[REDACTED]	-				

CLNSp: Student Kit Management Screen

Assigning (Reserve) Access Codes

1. Check the box of the code you are assigning.

2. Click on drop down in Status. Select "Assigned".

3. Click on "Send Email" to display the email field.



4. Enter student's email address.

5. Click on Set.

CLNSP: Student Kit Management Screen

Revoke Access Codes

Access Code	Student	E-mail for Access Code	Status	Note	Actions
[Redacted]	First and Last Name	Student Email	★		

Learning Offerings > Learning Offering > Modify Learning Offering > Modify Student Kit

Modify Student Kit

Student Kit Information

Title: Designing Cisco Enterprise Networks

Access Code: [Redacted]

Learning Offering: #####ENSLD-1.0-D

Activation Period Start Date: MM-DD-YYYY ### PST

Activation Period End Date: MM-DD-YYYY ### PST

Status: Redeemed ▼
Redeemed
Revoked

Note:

Roster Information

Student First Name: First Name

Student Last Name: Last Name

E-mail for Access Code: Student Email

1. Click on the pencil icon of the code you are revoking. Modify Student Kit window will display.

2. Go to Status and select "Revoked" from the drop down.

3. Click on Update.

CLNSp: Student Kit Management Screen

Cancelling Access Codes

1. Check the box of the code you are cancelling.

2. Click on drop down in Status. Select "Cancelled"

3. Click on Set.

The screenshot displays the CLNSp Student Kit Management interface. At the top, there is a search bar labeled "Search By Learning Offering" and a "Status:" dropdown menu. Below the search bar are "Expand All" and "Collapse All" buttons, and a "Legends" section with icons for "Available", "Assigned", and "Emailed". The main content is a table titled "Most Recent 100 Records". The table has columns for "Access Code", "Title", "Learning Offering", "Student", "E-mail for Access Code", "Status", and "Actions". Two rows are visible: the first row has a checkbox that is unchecked, and the second row has a checked checkbox. The "Status" dropdown menu is open, showing options: "Select", "Available", "Assigned", and "Cancelled". The "Set" button is highlighted in blue. A "Send Email" button is also visible.

	Access Code	Title	Learning Offering	Student	E-mail for Access Code	Status	Actions
<input type="checkbox"/>	[REDACTED]	Troubleshooting and Maintaining Cisco IP Networks	#####TRNSK-673-D	-		Available	[Edit] [Refresh]
<input checked="" type="checkbox"/>	[REDACTED]	Interconnecting Cisco Networking Devices, Part 1	#####TRNSK-801-D	-	Student Email	Emailed	[Edit] [Refresh]

CLNSp: Student Kit Management Screen

View History

	Access Code	Student	E-mail for Access Code	Status	Note	Actions
	[redacted]					

1. Click on the + icon to view access code changes.

Student Kit History

Expand All Collapse All

Legends: Available Assigned Emailed Redeemed

Viewing History of Student Kit (Access Code [redacted])

	Student	E-mail for Access Code	Status	Modified By
	First and Last Name	Student Email		First and Last Name (Student CCID) on MM-DD-YYYY ## ## PDT
	-	-		on MM-DD-YYYY ## ## PDT

Show 10 entries Showing 1 to 2 of 2 entries

[Return](#)

2. Student Kit History window will be displayed.

CLNSp Resources and Support

Admin Information (For LP Admin eyes only – Please do not share these pages with students):

Digital kit program, and policies: <https://developer.cisco.com/docs/learningspace/LP/>

Student/User Information:

Program information specific for the students:

<https://developer.cisco.com/docs/learningspace/user/>

CLNSp system requirements:

<https://developer.cisco.com/docs/learningspace/user/#!system-requirements>

CLNSp Support

To open a CMT support case: <https://learningspace.cisco.com/help>

For CLNSp onboarding or admin access issues, please send an email to Learning Store Operations at dkit_ops@cisco.com.

