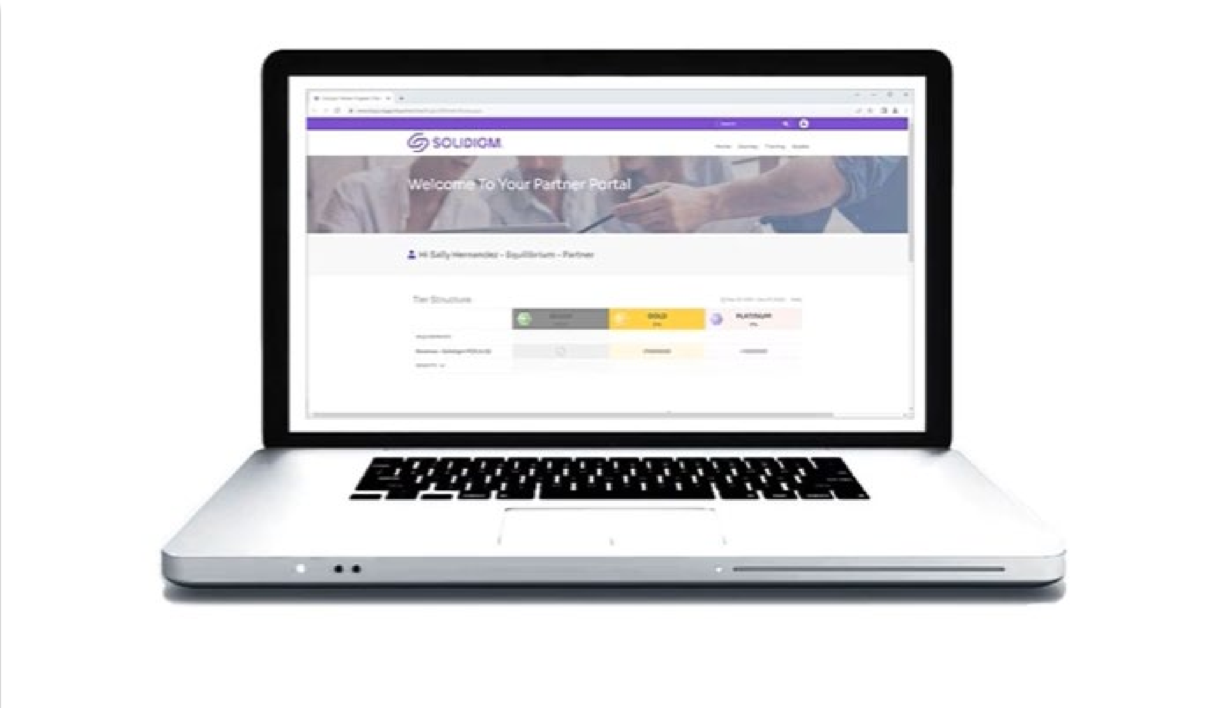
SOLIDIGM

Job Aid

Solidigm Training

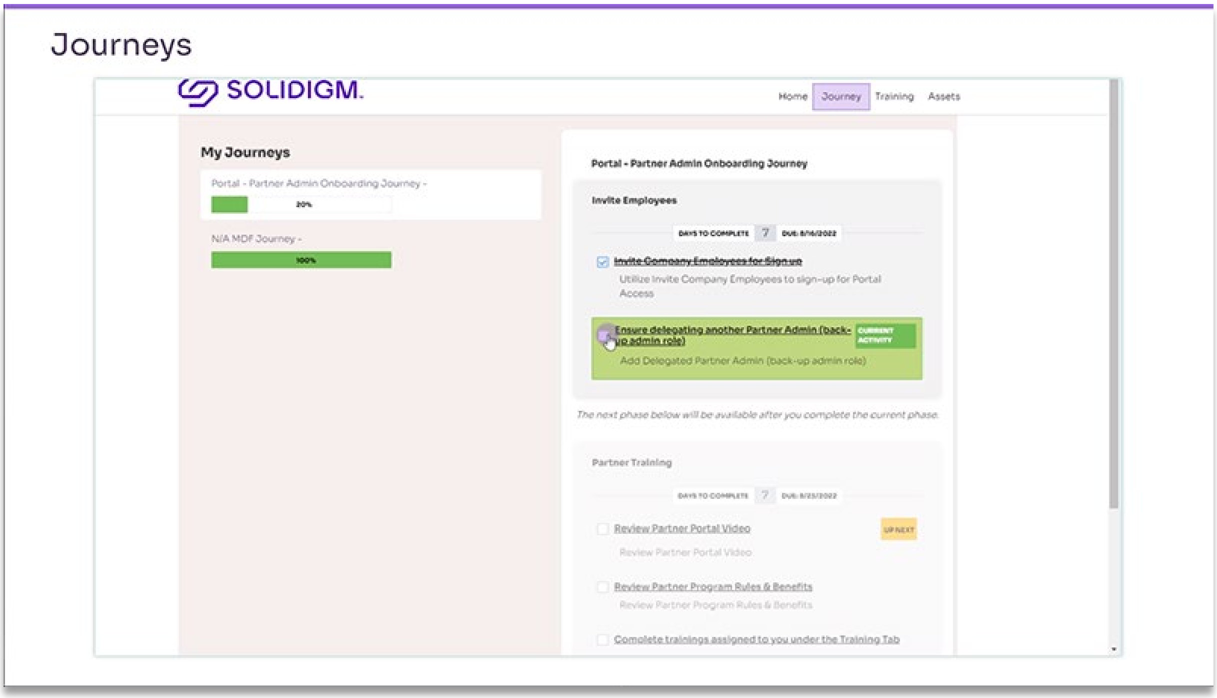
Solidigm Partner Program:
Administrative Support Roles

Log in to the Solidigm Partner Portal



Step	Action
Note	Submit the **Partner Account Application** to request access to the portal. You can obtain the application from your Solidigm representative.
Step 1	From the Solidigm.com homepage, click the **Person** icon. The system presents the **Login** window.
Step 2	Enter your **mySolidigm** login and password. The system responds with the **mySolidigm** home page.
Step 3	Select the **Partner Program** tile. The system responds with the **Partner Program** home page.
Note	If you do not currently have access to **mySolidigm,** or have trouble logging in, click **Get Help** below the Login button for assistance.

Journeys

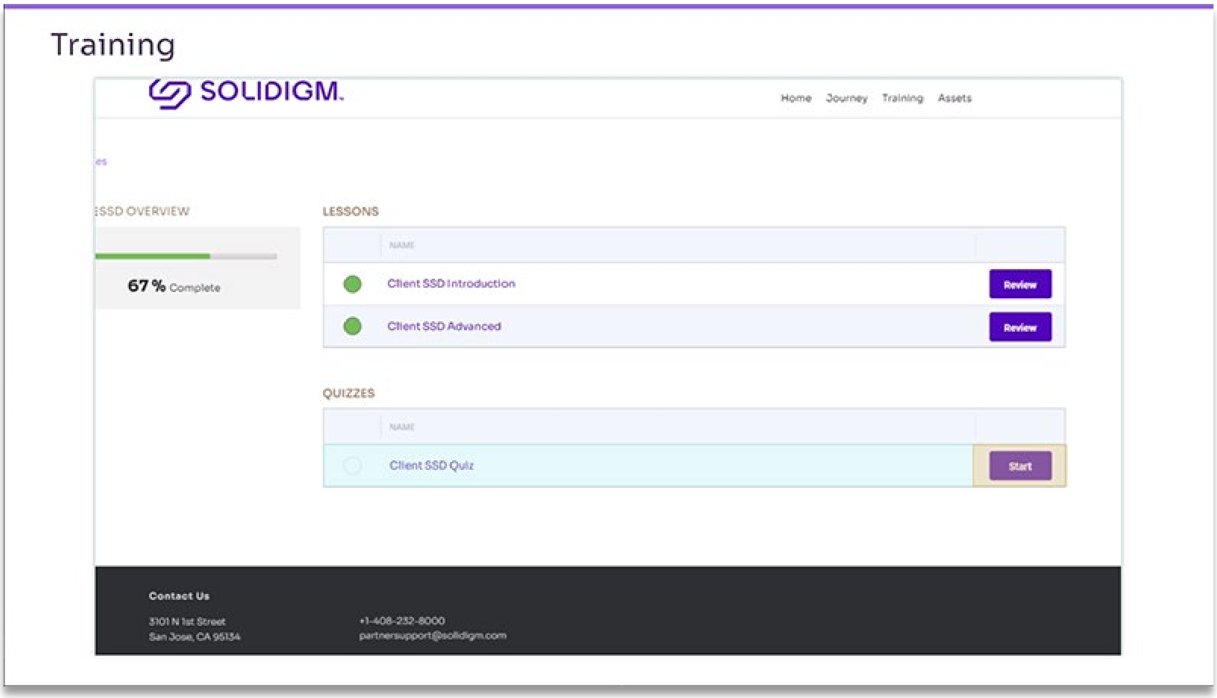


Journeys are designed to guide you through various processes applicable to your role and user account details.

A Journey communicates the specific steps and activities you need to follow, the timeframe to complete the journey activities, and tools you may find helpful for the specific journey.

The Journeys available to you may be different than another user and are role specific.

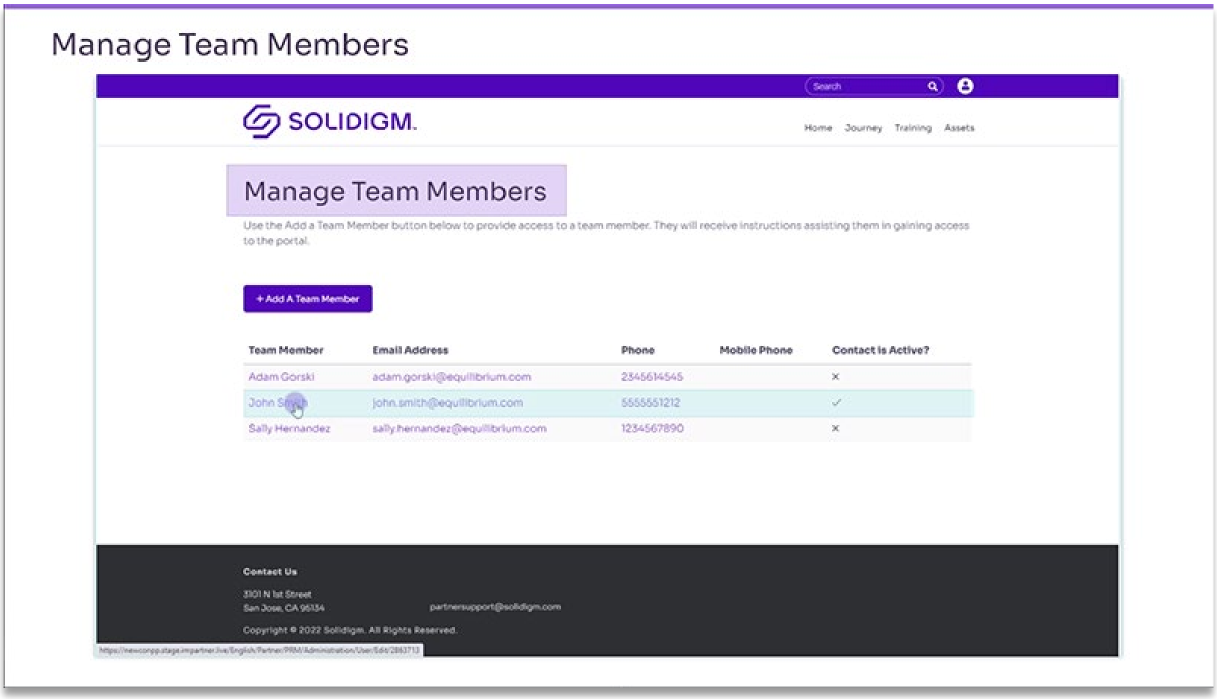
Training and Certification



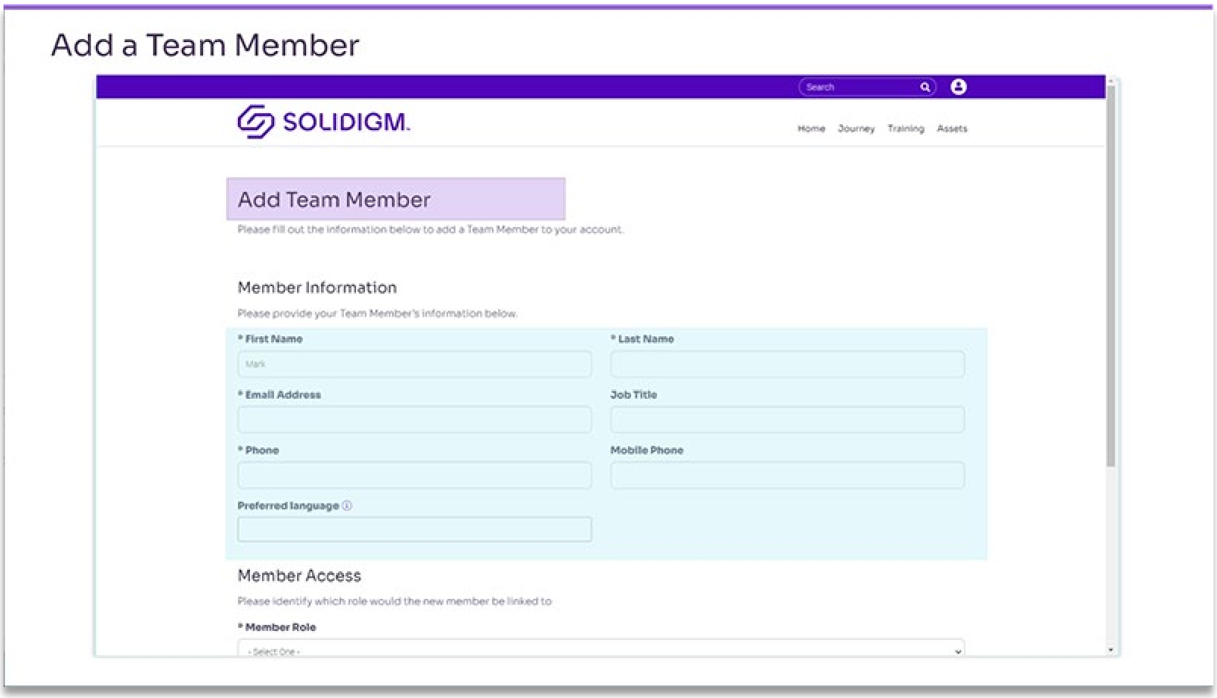
The Partner Portal automatically tracks your progress and will display the options to pick up where you left off or review previously completed training. The Partner Portal will update your certification track status from In Progress to Completed upon successful completion of all courses in the certification track

Step	Action
Step 1	Click **Training** in the header to go to **Training and Certifications**.
Note	From the **Certifications** page, you can filter your certifications by **Not Started**, **In Progress**, **Completed**, or **Expired**.
Step 2	On any certification track, click the **View Courses** or **Review** button to display all courses in the track.
Step 3	Click the course name to display the lessons and quizzes you must pass to complete the certification.
Step 4	Click the **Start** button to begin.

Partner Admin



Manage Team Members	
Step	**Action**
Step 1	In the purple banner, hover over the **User Profile** icon to view the user profile menu.
Step 2	Select **Company Profile**. The Account Profile page displays the information associated with your company's account.
Step 3	Click the **Manage Team Members** button at the bottom of the **Account Profile** page. The **Manage Team Members** page displays a list of all team members associated with the account.
Step 4	Click the team member's row from the list to view or edit a team member's details including name, contact information, job title, and address.
Note	The member's preferred language and whether the member is currently active may also be selected. Any of the fields with a white background may be edited. The grayed-out fields are not user editable. The Member Access area at the bottom of the page identifies the role the member is linked to; member roles may be configured as Partner Admin, Sales/Technical, Marketing, or Operations.
Step 5	Click the **Submit** button to save your changes.



Add a Team Member	
Step	**Action**
Step 1	From the **Manage Team Members** page, click the **Add a Team Member** button.
Step 2	Enter the new team member information; including name, contact details, and preferred language.
Note	Required fields are marked with an asterisk.
Step 3	Click the **Submit** button to add the team member to the account.

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