

Accessing the ESI Portal

September 20, 2024

Hitachi Academy

Accessing the ESI Portal

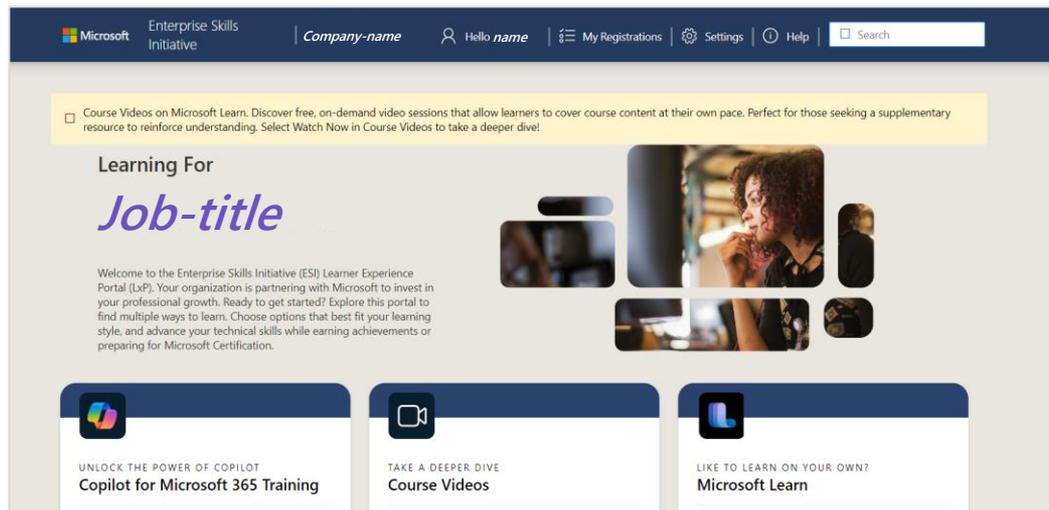
1. Open a web browser and navigate to the [ESI portal](#).
 2. Click "Sign in now".
 3. Enter your company email address and click "Next".
 4. Check the box to agree to the ESI program license terms and click "Agree & Continue".
 5. Configure the following settings:
 - Language
 - Country
 - Time Zone
 - Role: Select the role that most closely matches your job title.
 - Contact Information: Click "Add my email address" and enter your company email address.
 6. Review the privacy policy regarding the handling of personal information in training data.
 7. Click "Save Changes".
- Note: If prompted, authenticate through Okta.

The screenshot shows the registration form with several elements highlighted in orange boxes:

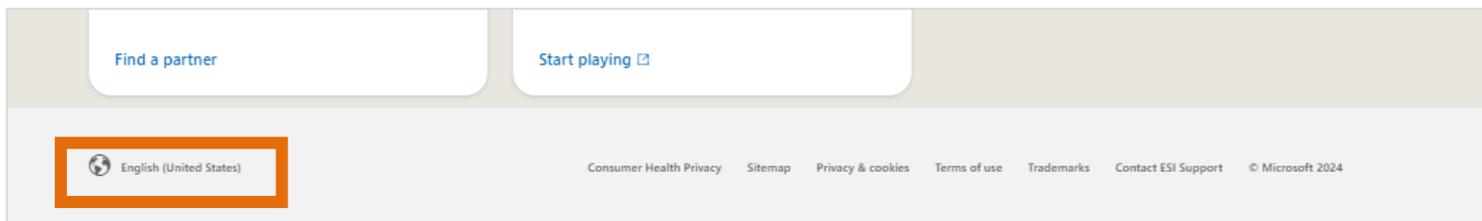
- Language:** A dropdown menu with "日本語 (Japanese)" selected.
- Country:** A dropdown menu with "Japan" selected.
- Time zone:** A dropdown menu with "(GMT+0900) Osaka, Sapporo, Tokyo" selected.
- Role:** A dropdown menu with "Administrator" selected. Below it is a grey box labeled "Job title (closest match)".
- Your Learning Data:** A section with a blue icon and text explaining that Microsoft will track learning activity under the organizational account (chihiro.okuyama.dj@hitachi.com).
- Terms & Conditions:** A section with a blue icon and text stating that use of the LxP and participation in ESI training is governed by the ESI Learning Opportunities Agreement & ESI Program Guidelines.
- Contact Information:** A section with a blue icon and text asking for the preferred email address. Below it is a text input field containing "chihiro.okuyama.dj@hitachi.com". To the right of the input field is a blue button labeled "Add my email address". Below the input field is a grey box labeled "Company email address". At the bottom right of the form is a blue button labeled "Save Changes".

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8. Login is complete when you see the following screen.



9. Select the globe icon at the bottom of the screen (English (United States)) and change the language to your language.



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