

BuildEasy Training Pre-requisites

To ensure a smooth training experience for users/agency partners, it is essential to obtain a BMS ID before proceeding with the following steps:

At least 1 week prior to the BuildEasy training sessions, the trainee must raise a request for access to the BuildEasy AEM training environment by following these steps:

Step 1. Access [Adobe AEM Platform Access form](https://bmsnprod.service-now.com/ep?id=ep_sc_cat_item&table=sc_cat_item&sys_id=96de4e6147397154e72d7116536d435b) (https://bmsnprod.service-now.com/ep?id=ep_sc_cat_item&table=sc_cat_item&sys_id=96de4e6147397154e72d7116536d435b) and refer to step 2 for guidance on completing the form fields.

Step 2. Complete the following fields in the [Adobe AEM Platform Access form](https://bmsnprod.service-now.com/ep?id=ep_sc_cat_item&table=sc_cat_item&sys_id=96de4e6147397154e72d7116536d435b) (https://bmsnprod.service-now.com/ep?id=ep_sc_cat_item&table=sc_cat_item&sys_id=96de4e6147397154e72d7116536d435b) using the selected options highlighted in yellow below:

Adobe AEM Platform Access

Submit a User Access Request for the Adobe Experience Manager (AEM) Platform.

Use this Catalog Item to submit a User Access Request for the Adobe Experience Manager (AEM) Platform.

This type of request is typically fulfilled in 7 business days.

Requester Information

Requester Details

*Requested for ?

*Preferred Mode of Contact ?

* Action

* Business Unit Group

* Application

* Region

* Country

* Site

* Role Type1

Role Type2

Role Type3

* Environment

Additional Information

Please provide access to the BuildEasy staging site for the upcoming training. The staging site URL is: <https://aem-stage-author.bms.com/editor.html/content/buildeasy/europe/build-easy/de.html>

“Additional Information” open text field within the form, copy & paste the following information into the field:

Please provide access to the BuildEasy staging site for the upcoming training. The staging site URL is: <https://aem-stage-author.bms.com/editor.html/content/buildeasy/europe/build-easy/de.html>

Step 3: Click the “Submit” button.

After the form is completed & submitted, access will be granted within 3-5 business days.

For any access-related queries, please feel free to reach out to the BuildEasy support team at buildeasysupport@bms.com.

BuildEasy Training Materials:

Once your BuildEasy AEM training environment request is approved & access confirmation is provided by BMS, kindly utilize your BMS credentials to access the following links:

- Authoring guide: <https://buildeasy.bms-preview.com/>
- Previous training session videos: <https://contentcentral.bms.com/content/bms/en-us/buildeasy-training-resources.html>
- Training calendar for upcoming sessions: <https://contentcentral.bms.com/content/bms/en-us/buildeasy-training-resources.html>