

## LEARNERS WITH AN ACCESS CODE

A step-by-step guide for how to login to IT Academy's eLearning with an **Access code provided by your library (the Code is in these instructions in Step 2)**.

Be sure to watch the [Getting Started](#) video for a brief overview of the Microsoft IT Academy eLearning Platform. Getting Started Video URL:

<http://itacademy-static.microsoft.com/home/GettingStarted>

### Step 1: Your Microsoft login credential

You need to make sure you have a **compatible login credential**. IT Academy's eLearning platform supports existing [Microsoft Accounts](#) like those from Hotmail.com, Outlook.com, Live.com, or an [Office 365](#) account.

If you **DO NOT** have any of these accounts, you must create a Microsoft Account associated with a valid email address:

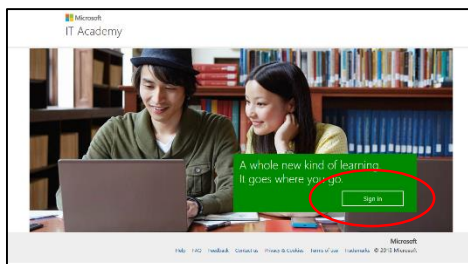
- ✓ Go to <https://signup.live.com> and **Sign up**
- ✓ Complete the **required fields**
- ✓ Scroll to bottom of page and click **I Accept**
- ✓ Check your email account and follow the steps in the email to confirm your Microsoft Account. If you did not receive an email, check your Junk Mail and Spam folders in case it was misrouted. If it is not there, check with IT staff or your email service provider to make sure windowslivemail.com is not blocked by your organization's email server.

**Tip:** You will need to use the same email account you used to sign in when you access your courses in the future. Be sure to keep this information safe.

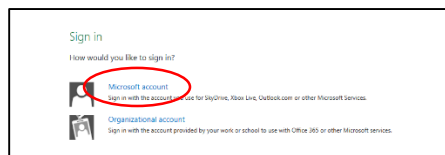
### Step 2: Sign in to IT Academy for the First Time

The first time you login to the Microsoft IT Academy eLearning site you will need to complete your user profile and enter the access code provided from your library. You will only need to do these steps once! Every time after that, you will you log in and quickly access and resume your courses.

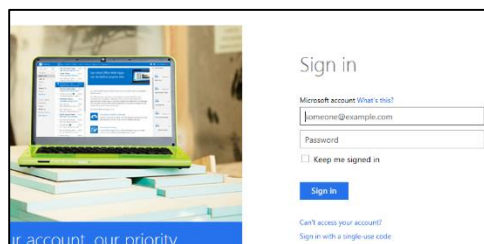
1. Click the IT Academy link from your Library's website, or go directly to the site:  
<http://itacademy.microsoft.com>



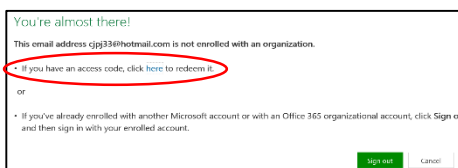
2. **Select how you would like to sign in.** Most users will sign in with a Microsoft account.



3. Sign in with your **Microsoft login credential** (from Step 1).

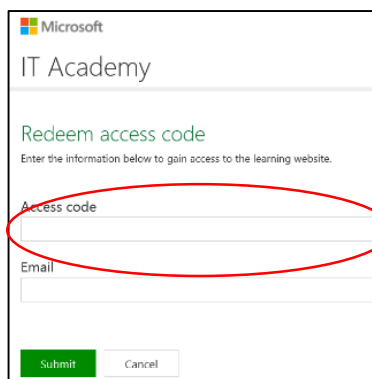


4. This is the message you see as a first time Learner. **Click to redeem your Access Code.**

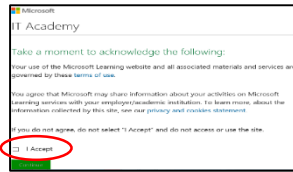


5. Enter the Access Code and your Email address.

Your access code is: **PVUVBZMGZZWE5D**



- Accept the terms of use.



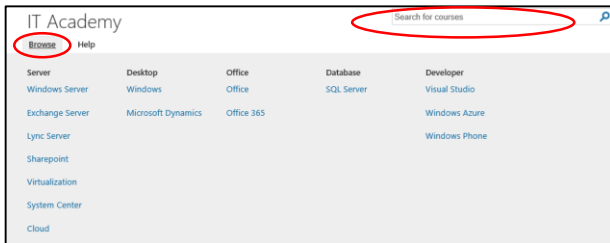
- Complete the **User Profile**.

The **First name** and **Last name** in your **Profile** will be the name listed on your **Course Completion Certificates**. The email address entered on this form will be used to communicate with you about your courses.

You now have complete access to all Microsoft eLearning offered via the IT Academy. Office 2010 and Office 2013 are some of the most popular product training to get started with.

## Finding & Adding Courses to Your Learner Profile

- Search for courses** or **Browse** using product categories to locate and add Microsoft courses to your account.

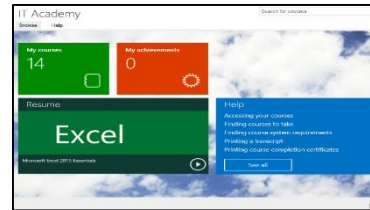


- When you find a course you are interested in taking, click **Add**.



The course will now show up in the **My courses** tile on your **Learner Home** screen.

- From the **Learner Home** page click **My courses** to view and start courses you've added, or click to **Resume** the last course you accessed.



You can add as many courses as you like. You can also remove courses from the **My courses** tile on your **Learner Home** page.

## Signing out

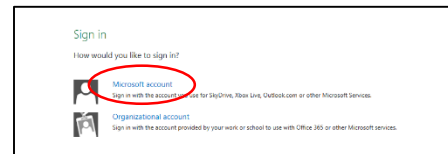
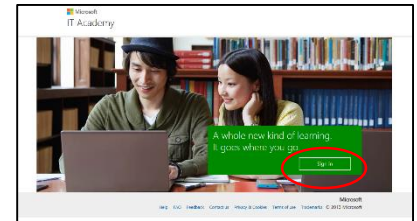
As a best practice, always sign out when you are finished to prevent any other users of the same computer from accessing your account. To sign out:

- Click your name from the top-right corner.  
Click **Sign out** to close your current session and log you out of the system.

## Returning to the IT Academy

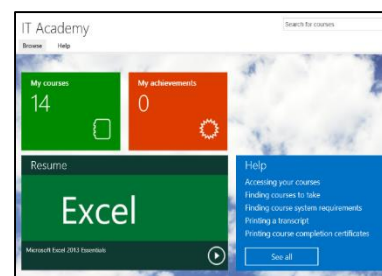
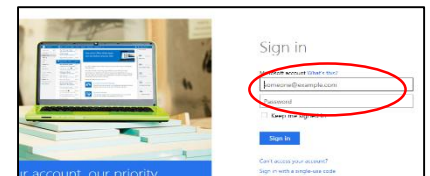
After your initial visit, returning to the IT Academy to work on your courses is easy! You may access IT Academy eLearning from a link on your Library's website, or access it directly from <http://itacademy.microsoft.com>

- Click **Sign in** on the welcome screen



- Select how you will sign in.

- Sign in with your **Microsoft login credential**



- From the **Learner Home** page, click to **Resume** the last course you accessed or click **My courses** to view and start any other course you've added.