

MICROSOFT IT ACADEMY – Your ticket to FREE online computer courses!

Follow this step-by-step guide to connect to more than 400 online courses, FREE from the Washington State Library and your local library!

Watch the [Getting Started](#) video for a brief overview of the Microsoft IT Academy eLearning Platform:

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

Step 1: Your Microsoft login credential

You need a Microsoft account to access the IT Academy. Accounts from Hotmail.com, Outlook.com, Live.com, or [Office 365](#) accounts are supported.

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 complete the required fields to sign up for a Microsoft account.
- ✓ 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 windowlivelmail.com is not blocked by your organization's email server.

Step 2: Download the Microsoft Silverlight Plug-in

Silverlight is the flash plug-in used to view IT Academy courses. Download or update it once and it is usable across all browsers on your computer. Visit <http://microsoft.com/getsilverlight> and follow the prompts. You will need admin rights on your computer to install the software. Be sure to repeat this step on each computer you use to access the IT Academy.

Step 3: Sign in to IT Academy for the First Time

1. Go to the IT Academy welcome page at <http://itacademy.microsoft.com> and click **Sign In**.



2. On the next screen, sign in with your **Microsoft account** (from Step 1).
3. Enter the access code that corresponds to the courses you want to start with. You can add other courses at any time by redeeming another access code, or Searching or Browsing for courses.
 - Basic Computers: RV3JMWLG3J9E92
 - Office 2010: VWMTSPPLG79WMD
 - Office 2013: RSHQ4V75ACFUAF

...and the email address you want associated with this site and click **Submit**.

4. Accept the terms of use and complete the **User Profile**.

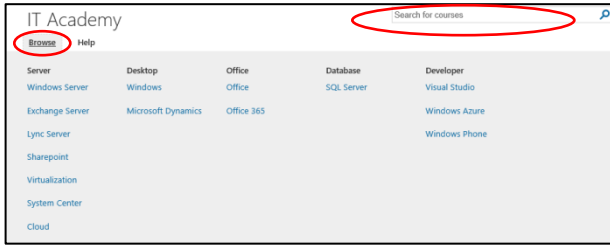
The **First name** and **Last name** in your **Profile** will be the name listed on your **Course Completion Certificates**. The email address entered on this form will be used to communicate with you about your courses. Note that this email address can

be different from the one used as your Microsoft account user name.

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

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



2. 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.

3. 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:

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

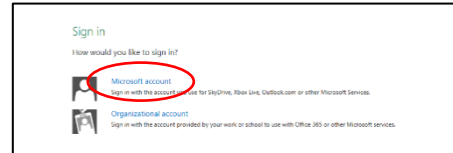
Returning to the IT Academy

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>

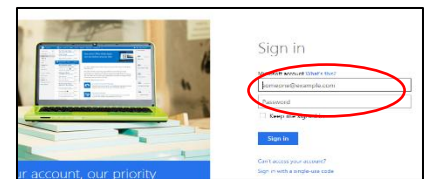
1. Click **Sign in** on the welcome screen



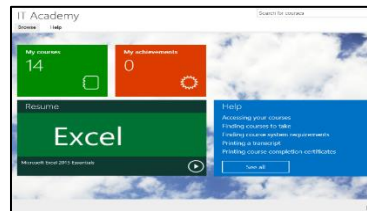
2. **Select how you will sign in.**



3. Sign in with your **Microsoft login credential**



4. 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.



If you have difficulty at any point, contact **Microsoft Learning Support** at mlxsupp@microsoft.com or call 24/5, 877-450-9875. You can also reach them by using the Contact Us link at the bottom of any Microsoft IT Academy page.

Share your Microsoft IT Academy Story with us!

Has something you learned in the IT Academy helped you work more efficiently? Increased your job skills and employability? Please share your experience and stories with us! Email walita@microsoft.com or post on our Facebook page (use hashtag #wslita).



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