



# Learner Steps for IT Academy E-Learning

Follow the steps below to get started with IT Academy E-Learning

You will need a compatible login credential. We support Microsoft Accounts and Office 365 IDs.

## Create a Microsoft Account:

- Go to <https://signup.live.com> and click **Sign up**
- Complete the fields to create your Microsoft Account
- Scroll to bottom of page and click **I Accept**
- Go back to your email account and verify your email (Note- if you do not receive a verification email, check with your IT staff to make sure windowslivemail.com is not blocked by your incoming mail server.)

Patrons can access Microsoft E-Learning with a Learner Access Code or Learning Plan Link as follows:

## Option 1: Access Online E-Learning Courses Using a Learner Access Code:

**Library Access Code:** "available at Upper Skagit Library"

1. Now that you have your Microsoft account and Access Code go to the Learner site
2. Learner site <http://itacademy.microsoft.com>
3. Select **Sign In**

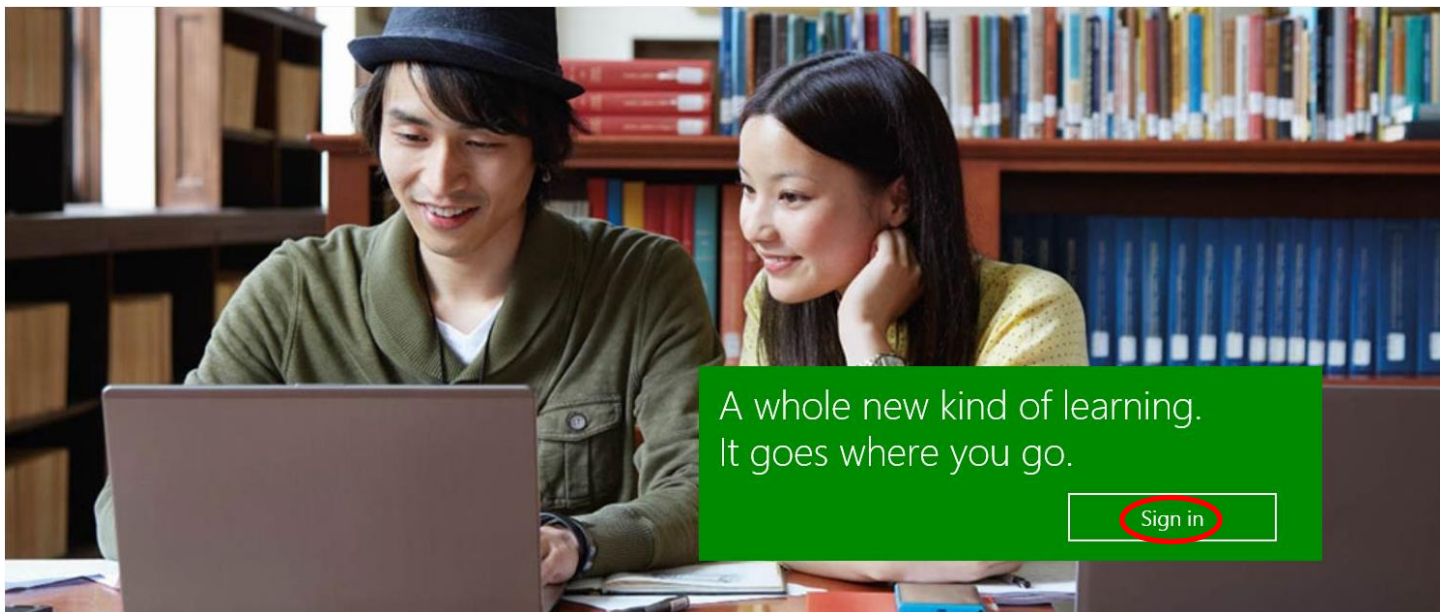


Figure 1



*If you have already signed in before, the system will remember you, once you log in. If you have not signed in before, the system requires you to sign the Terms of Use, and to collect some information about you, to create your new user account.*

### 3. Select How you want to sign in

## Sign in

How would you like to sign in?



### Microsoft account

Sign in with the account you use for SkyDrive, Xbox Live, Outlook.com or other Microsoft Services.



### Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

*Figure 2*

### 4. Enter your email and password information.

If this is the first time you have entered the system, you will receive the following message:

You're almost there!

This email address `xxxxx@hotmail.com` is not enrolled with an organization.

- If you have an access code, click [here](#) to redeem it.

-or-

- If you've already enrolled with another Microsoft account or with an Office 365 organizational account, click **Sign out** and then sign in with your enrolled account.

Sign out

Cancel

If your account is not recognized, select the word **here** and continue by manually entering the Library access code provided above. It will take you to this page if you're signing in using a Microsoft Account:  
<http://itacademy.microsoft.com/accesscoderedemption/enrollmentcode?whr=uri:MicrosoftAccount>



## IT Academy

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### Redeem access code

Enter the information below to gain access to the learning website.

5. Access code

Email

Submit

Cancel

6. Accept terms of use



## IT Academy

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### Take a moment to acknowledge the following:

Your use of the Microsoft Learning website and all associated materials and services are governed by these [terms of use](#).

You agree that Microsoft may share information about your activities on Microsoft Learning services with your employer/academic institution. To learn more, about the information collected by this site, see our [privacy and cookies statement](#).

If you do not agree, do not select "I Accept" and do not access or use the site.

I Accept

Continue

If you do not Accept the agreement, you will not be granted access to the site.



## 7. Fill in User Profile



# IT Academy

## Profile

Information in your profile is private. Make sure the information below is correct.

\* **First name**

\* **Last name**

\* **Contact email**

**Language**

\* **Location**

**Give yourself a unique ID**

*Example: A12345*

Save

Note Recommended Unique ID is your library card.

Your profile information will be used for the name located on your *Course Completion Certificate*.



You now have complete access to all Microsoft Online learning offered via IT Academy.

Office 2010, Office 2013 are some of the top product training to get started with.

Learners can Browse to locate and add any additional Microsoft Training to their My courses tile

4. Search for the course or browse a category.

5. When you find a course you're interested in, click Add the course will now show up within you My courses tile

You can add as many courses as your interested in taking. You can Remove courses you're no longer interested in from the My courses tile

## Option 2: Access Online E-Learning Courses Using a Learning Plan Link with Access Code:

### Library Learning Plan Link with Access Code\_\_\_\_\_

1. Now that you have your Microsoft account and Learning Plan Link you are ready take a course
2. Use the Learning Plan Link with the Access Code from above  
`https://itacademy.microsoft.com/AccessCodeRedemption?whr=uri:MicrosoftAccount&key=XXXXXXXXXXXXXXXX` (from code above)
3. **Sign In** with your Microsoft Account
4. From the Learner Home page click on **My courses** to view and start a course



# IT Academy

Search for courses



Browse Help

My courses  
14

My achievements  
0

Resume  
**Excel**  
Microsoft Excel 2013 Essentials

Help  
Accessing your courses  
Finding courses to take  
Finding course system requirements  
Printing a transcript  
Printing course completion certificates  
See all

Microsoft  
Help FAQ Feedback Contact us Privacy & Cookies Terms of use Trademarks © 2013 Microsoft

5. From the home page or from My courses, click on the course title to launch the course.

## ← My courses (14)

+ LEARNING PLAN  
Office 2013

+ My added courses

Select the + button to expand, and see course content.



## ← My courses (14)



LEARNING PLAN  
Office 2013



2 % complete  
Course

Microsoft Access 2013 Essentials

Last accessed: 11/05/2013

00:02 / 02:00

1 % complete  
Course

Microsoft Excel 2013 Essentials

Last accessed: 11/11/2013

00:15 / 03:00

1 % complete  
Course

Microsoft Word 2013 Essentials

Last accessed: 09/24/2013

### Subsequent Sign-in & Support

After the initial sign in has been completed, you can access directly by following these steps:

- Go to patron site <http://itacademy.microsoft.com>
- Click the **Sign In** (see Figure 1)
- Continue** to sign in with your email or Microsoft Account that you used the first time you accessed the site

**Congratulations - you are ready to start IT Academy E-Learning!**

If you have questions on how to use the ITA tools or cannot find what you need to successfully use the IT Academy benefits, please contact us. For technical support or guidance with E-Learning select the contact us link at the bottom of the site.

Microsoft

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