

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

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

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 windowlivermail.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: Download the Microsoft Silverlight Plug-in

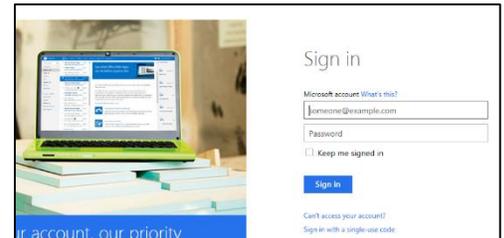
Silverlight is the flash plug-in needed to view IT Academy courses. Download or update it once and it is usable across all browsers on your computer. Visit <http://microsoft.com/getsilverlight> and follow the prompts. You will need admin rights on your computer to install the software. If you access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

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

1. Click this link to access the IT Academy:

<https://itacademy.microsoft.com/AccessCodeRedemption/EnrollmentCode?whr=uri:MicrosoftAccount&key=R3CU3FWG2RBKXX>

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



3. The Access Code field should be pre-populated with this code: **R3CU3FWG2RBKXX**

4. Enter your email address and click **Submit**

5. Accept the terms of use.
6. Complete the **User Profile**.

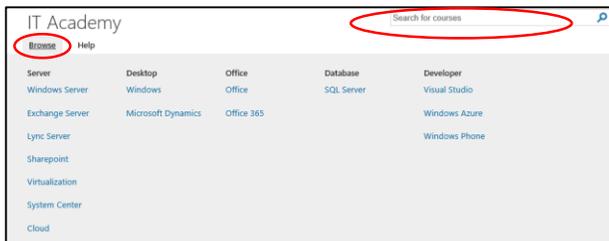
The **First name** and **Last name** in your **Profile** will be the name listed on your **Course Completion Certificates**. The email address entered on this form will be used to communicate with you about your courses. Note that this email address can

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

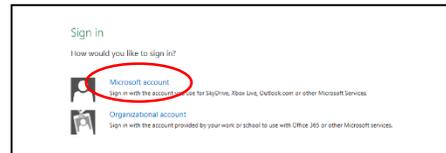
After your initial visit, returning to the IT Academy to work on your courses is easy! You may access IT

Academy eLearning from a link on your Library's website, or access it directly from <http://itacademy.microsoft.com>

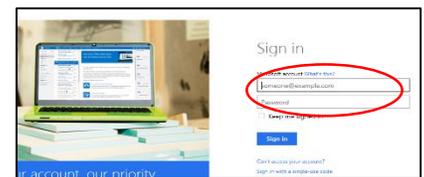
1. Click **Sign in** on the welcome screen



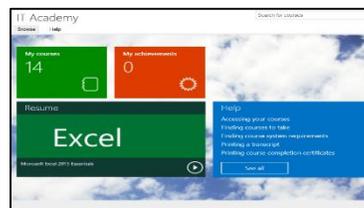
2. **Select how you will sign in.**



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](mailto: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](mailto:walita@microsoft.com) or post on our Facebook page (use hashtag #wslita).



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