



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 your junk mail filter to make sure windowslivemail.com is not blocked by your incoming mail server.)

Access Online E-Learning Courses:

1. The link from the library website will take you to the Learner website for sign up - <http://connect.spokanelibrary.org/it-academy>
Once you are signed up, you can return using this link - <http://itacademy.microsoft.com>
2. 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. Choose **Microsoft account** for 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 used to sign up for your Live account
5. Accept terms of use



IT Academy

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.



6. Fill in User Profile



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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 can be your library card. Your profile information will be used for the name 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
- Search for the course or browse a category -

IT Academy

Search for courses

Browse Help

Server Desktop Office Database Developer

Windows Server Windows Office SQL Server Visual Studio

Exchange Server Microsoft Dynamics Office 365 Windows Azure

Lync Server Windows Phone

Sharepoint

Virtualization

System Center

Cloud

- When you find a course you're interested in, click Add. The course will now show up within your **My courses** tile

Course

Microsoft Excel 2013 Essentials

Tags: Office 2013, Worksheet, Workbook Customization, Views, Printing, Saving Workbooks, Inserting, Formatting, Ordering, Grouping, Creating, Modifying, Filtering, and Sorting Tables, Conditional

Last accessed: 09/10/2013

Add

- You can add as many courses as you are interested in taking. You can Remove courses you are no longer interested in from the **My courses** tile

Subsequent Sign-in

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

1. Go to the learner site - <http://itacademy.microsoft.com>
2. Click **Sign In** (see Figure 1)
3. **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 IT Academy 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.