

Getting Started with Microsoft IT Academy E-Learning

Before you begin using Microsoft E-Learning you will need to first set up a Microsoft Live ID:

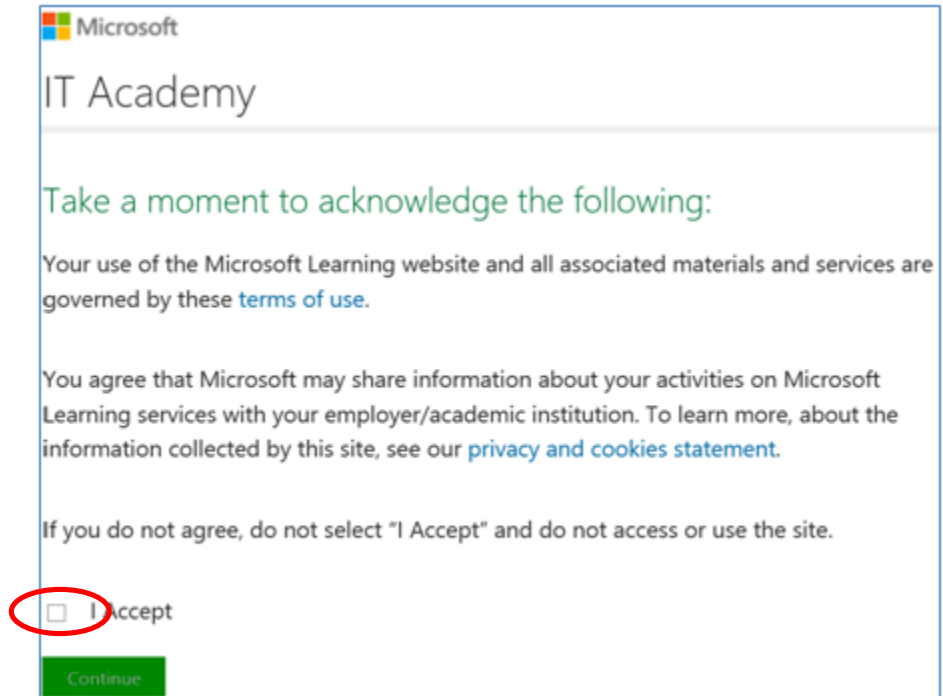
Create a Microsoft Account

NOTE: If you already have a live, Hotmail, Outlook.com or Xbox account, you can use that account.

1. Go to <https://signup.live.com> and click **Sign up**
2. Complete the fields to create your Live ID/Microsoft Account
3. Go back to your email account and verify your email

Activate E-Learning Courses

1. To access Microsoft IT Academy courses, visit our **Databases** page.
2. Select "**M**" on the alphabetical list of KCLS Databases.
3. Click the **Microsoft IT Academy – First Time Users** link to start.
4. Check the box to accept the User Agreement
5. Click Continue



Microsoft

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](#).

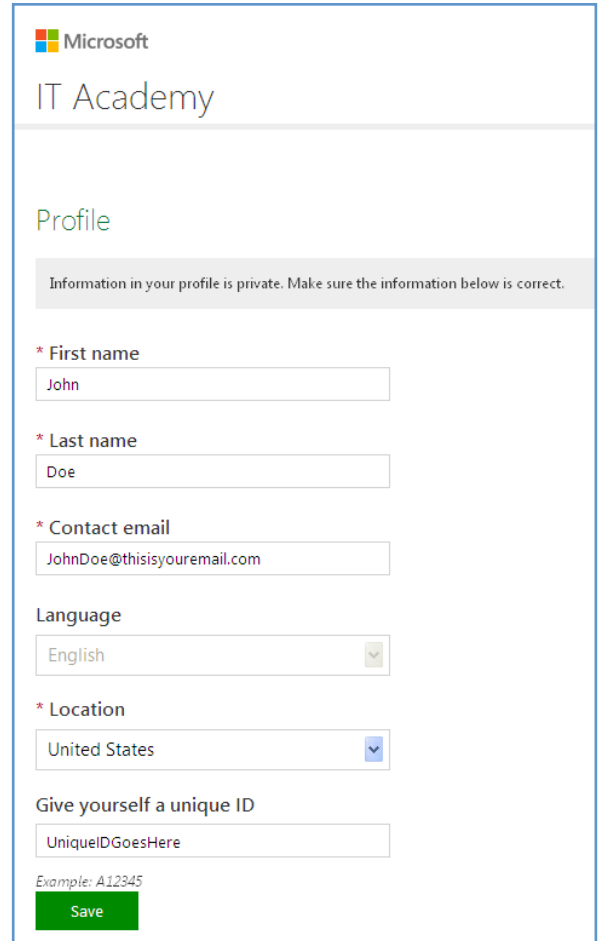
You agree that Microsoft may share information about your activities on Microsoft Learning services with your employer/academic institution. To learn more, about the information collected by this site, see our [privacy and cookies statement](#).

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

☐ I Accept

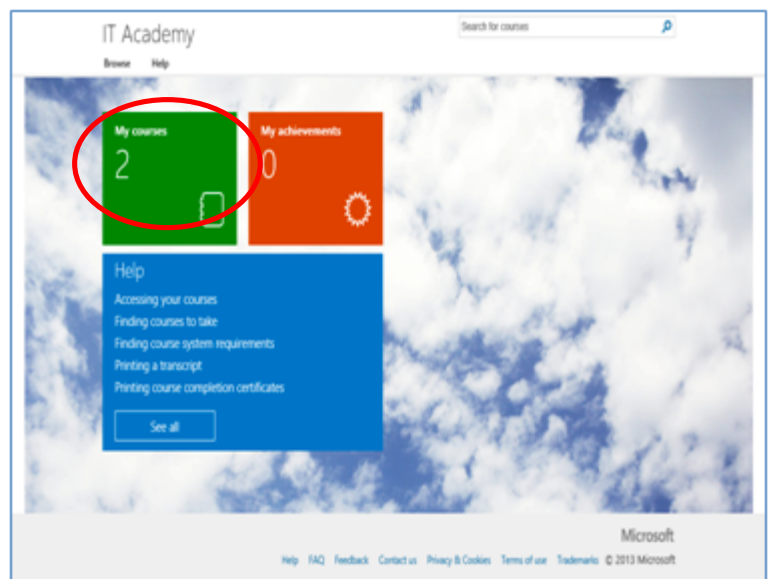
Continue

6. Create Microsoft Live ID Profile or update your existing account, if needed.



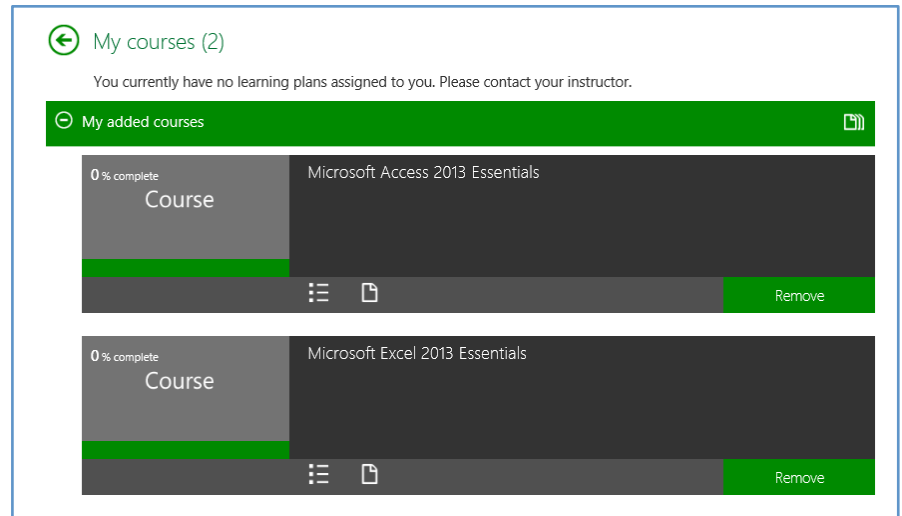
The screenshot shows the Microsoft IT Academy profile page. At the top is the Microsoft logo and the text "IT Academy". Below this is a "Profile" section with a message: "Information in your profile is private. Make sure the information below is correct." The form includes fields for "First name" (John), "Last name" (Doe), "Contact email" (JohnDoe@thisisyouremail.com), "Language" (English), and "Location" (United States). There is also a field for "Give yourself a unique ID" with the example "UniqueIDGoesHere" and a "Save" button.

4. Click **My courses** to access courses





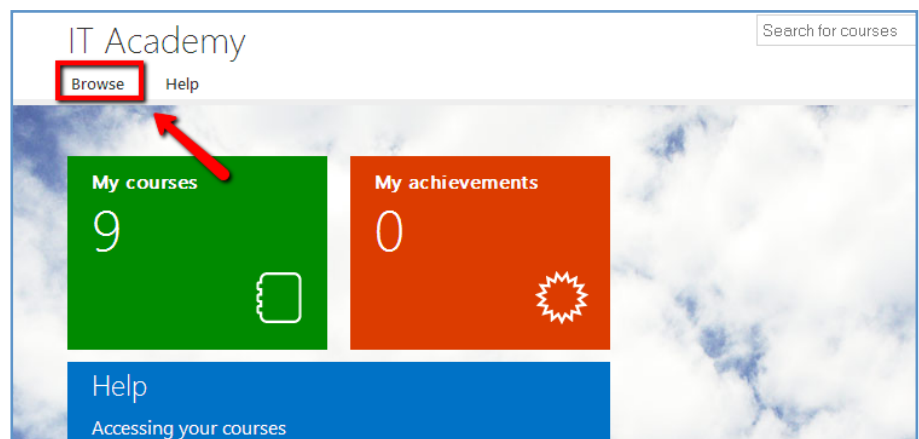
5. To access a course, click the hyperlinked name of the course. KCLS has selected an initial learning plan that includes Digital Literacy, Office 2013, and Window 7 as a starting point.



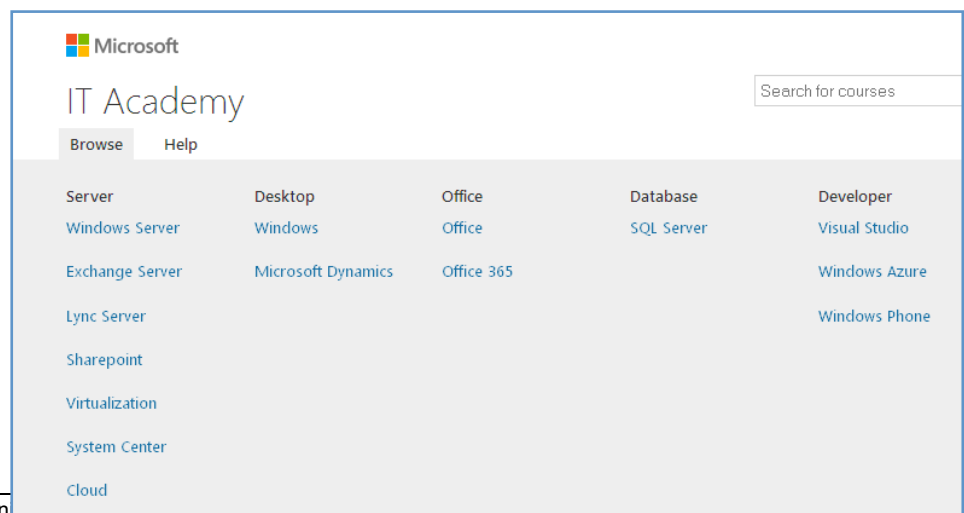
To Access Additional Microsoft Courses

To access additional Microsoft courses, including more advanced topics like Windows Server and Visual Studio,

1. Click **Browse** in the upper left hand corner of the page.



2. Select the topic from the drop down list.





Returning to E-Learning after first-time sign in

- A. Go to learner site : <https://itacademy.microsoft.com/> OR return to the **Databases** page on our website for the link.
- B. Click the **Sign In** button on the right of the home page
- C. **Enter** with your Microsoft Account and password
- D. From **My courses, start or resume** a course

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

E-Learning Support

If you have trouble viewing or loading E-Learning courses, click the Contact Us button on the bottom of the screen in the E-Learning site to contact the tech support team via Live Chat, phone or email.

<https://itacademy.microsoftlearning.com/help/contactUs.aspx>