Learner Steps for IT Academy Online Learning

Follow the steps below to get started with IT Academy Online Learning



You will need an email account and a Microsoft Account.

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.

Access Online Learning Courses:

Tieton Library Access Code: 83EBGAD5DHRQYB

1. Now that you have your Microsoft account and Access Code, go to 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.

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3. Select "**Microsft account**"

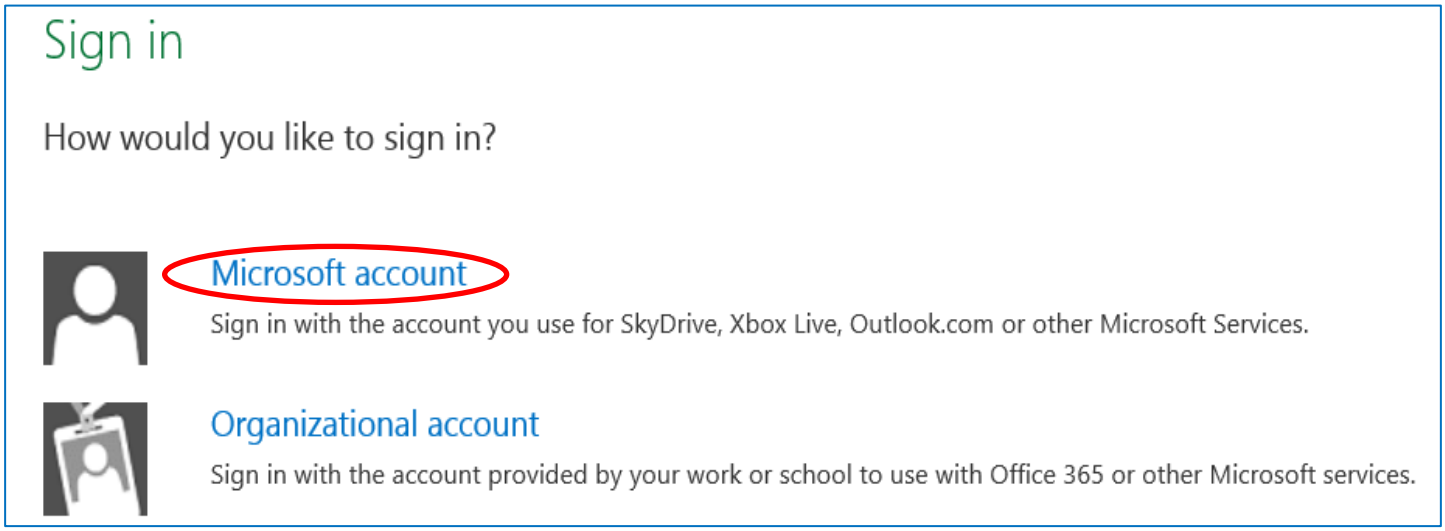
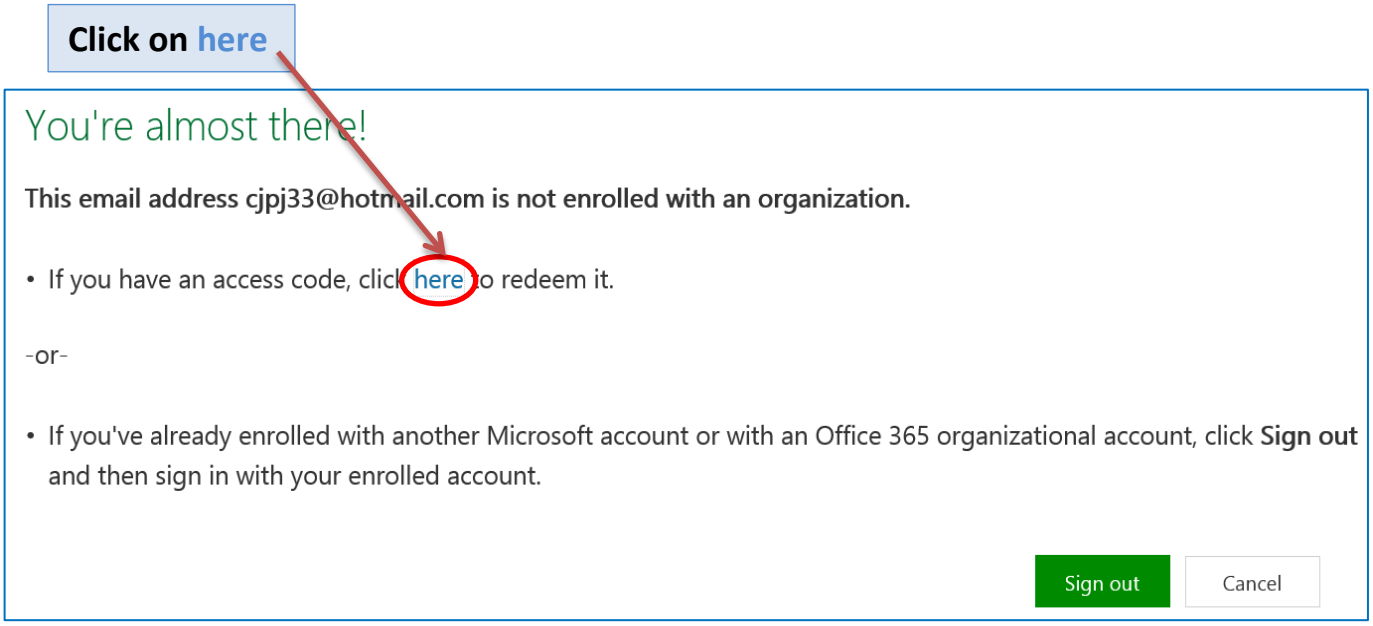


Figure 2

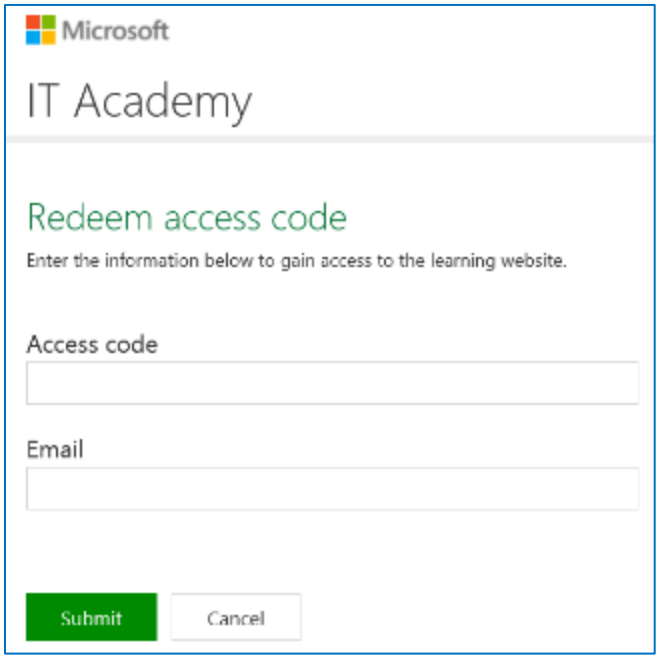
4. Enter your email and password information.

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

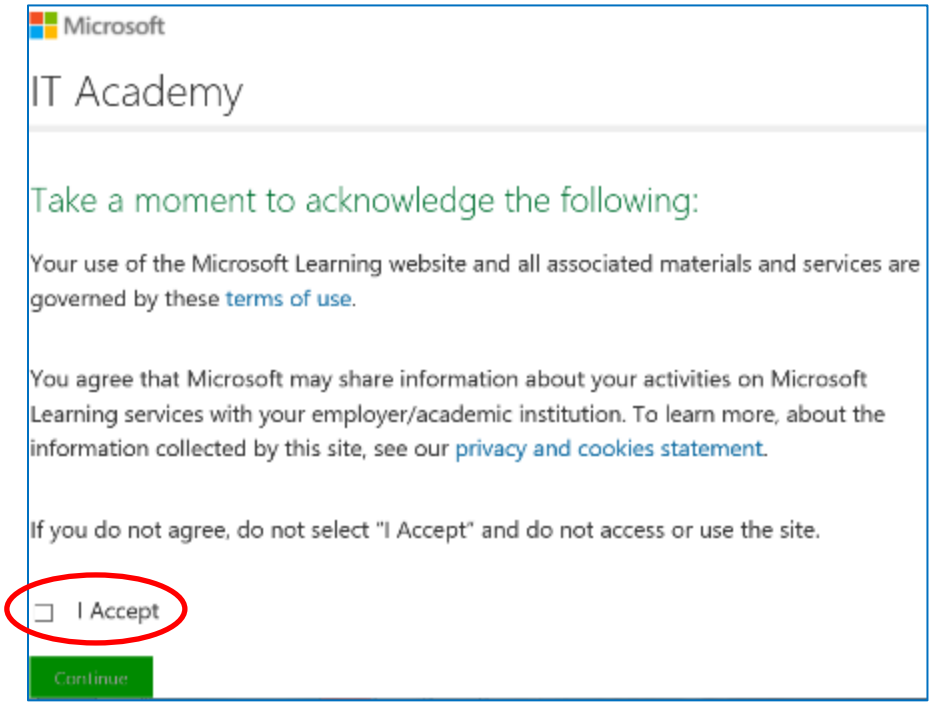


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5. Enter the Library Access Code from above and enter your email address



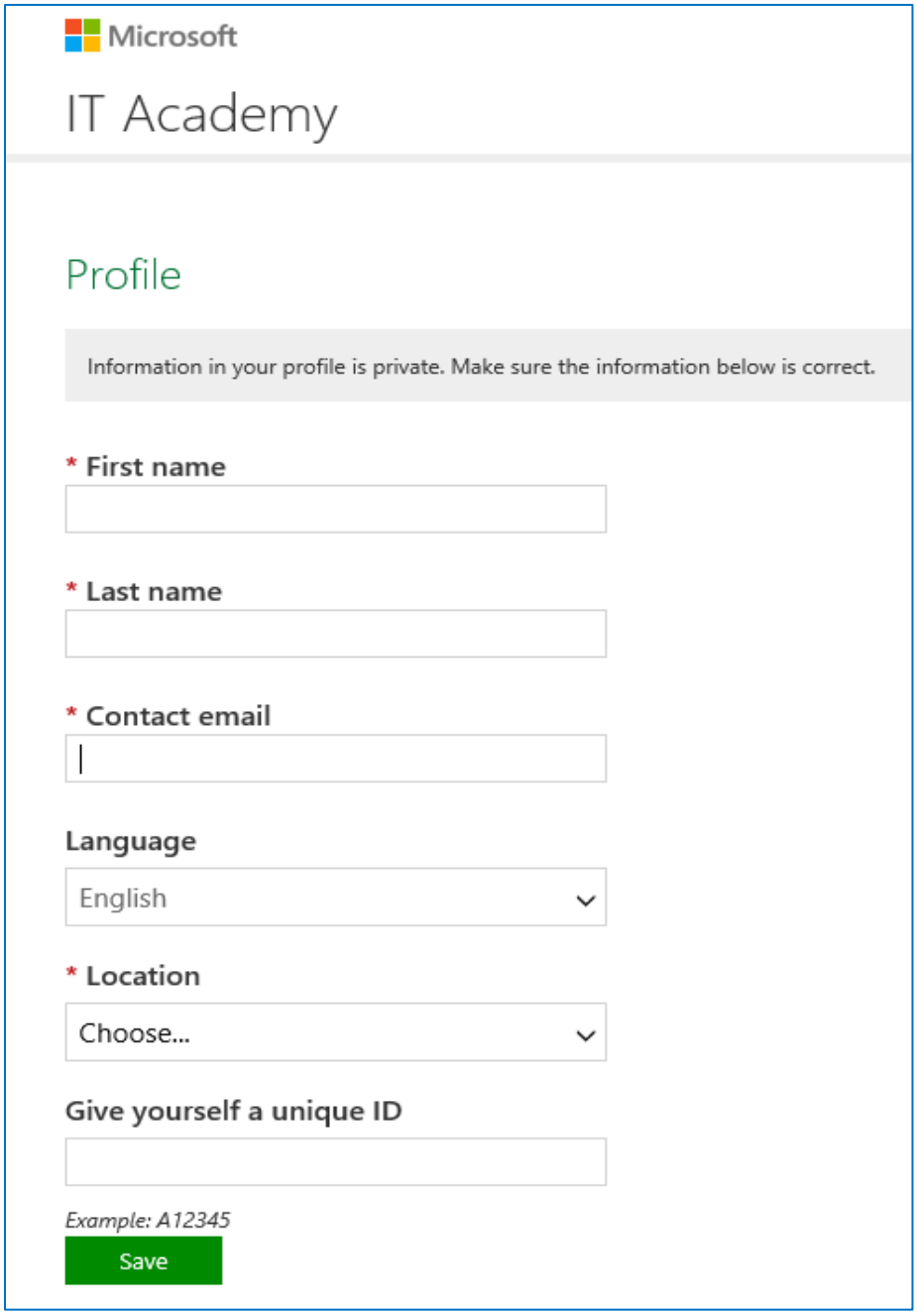
6. Accept terms of use by clicking in the box to the left of **"I Accept"** to add a check mark and click on "**Continue"**.



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

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7. Fill in User Profile



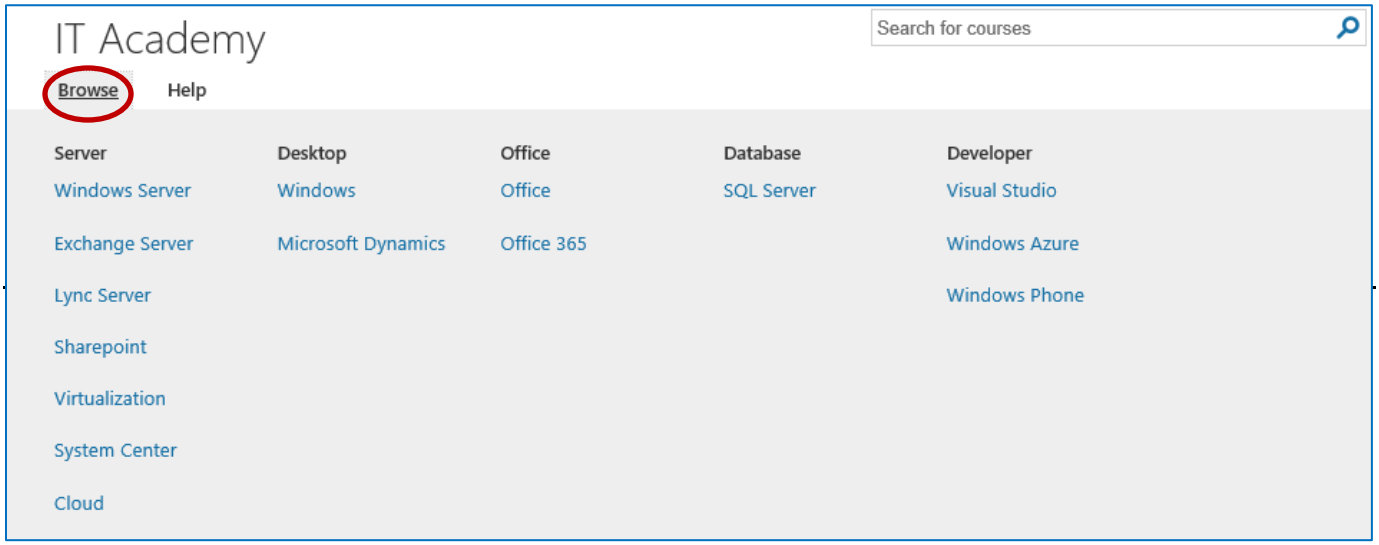
Note Recommended Unique ID is your library card.

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

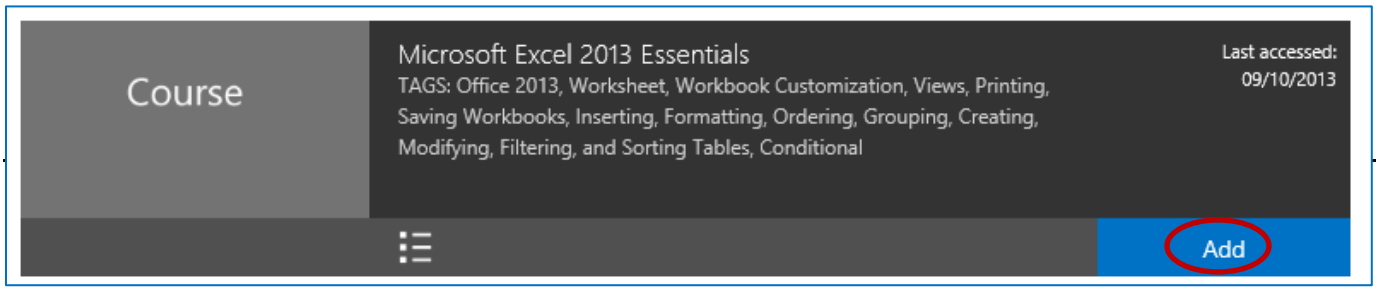
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You now have complete access to all Microsoft Online learning offered via IT Academy. Office 2010 and Office 2013 are some of the top product trainings to get started with. Learners can **"Browse"** to locate and add any additional Microsoft Training to their **"My courses"** tile

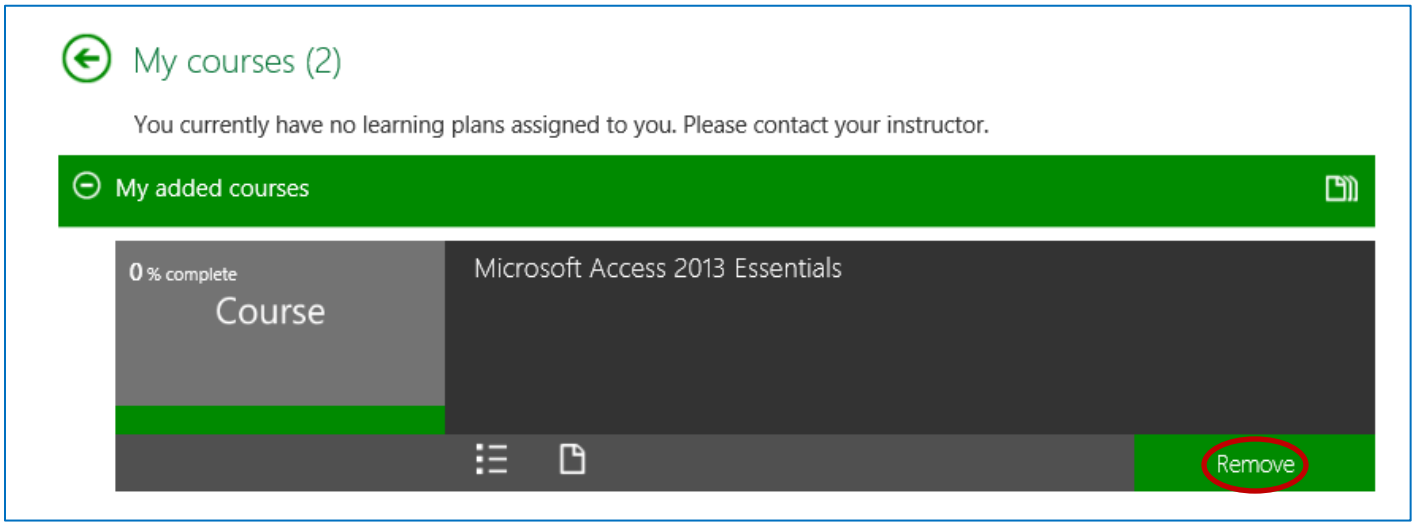
8. Search for the course or browse a category.



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



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

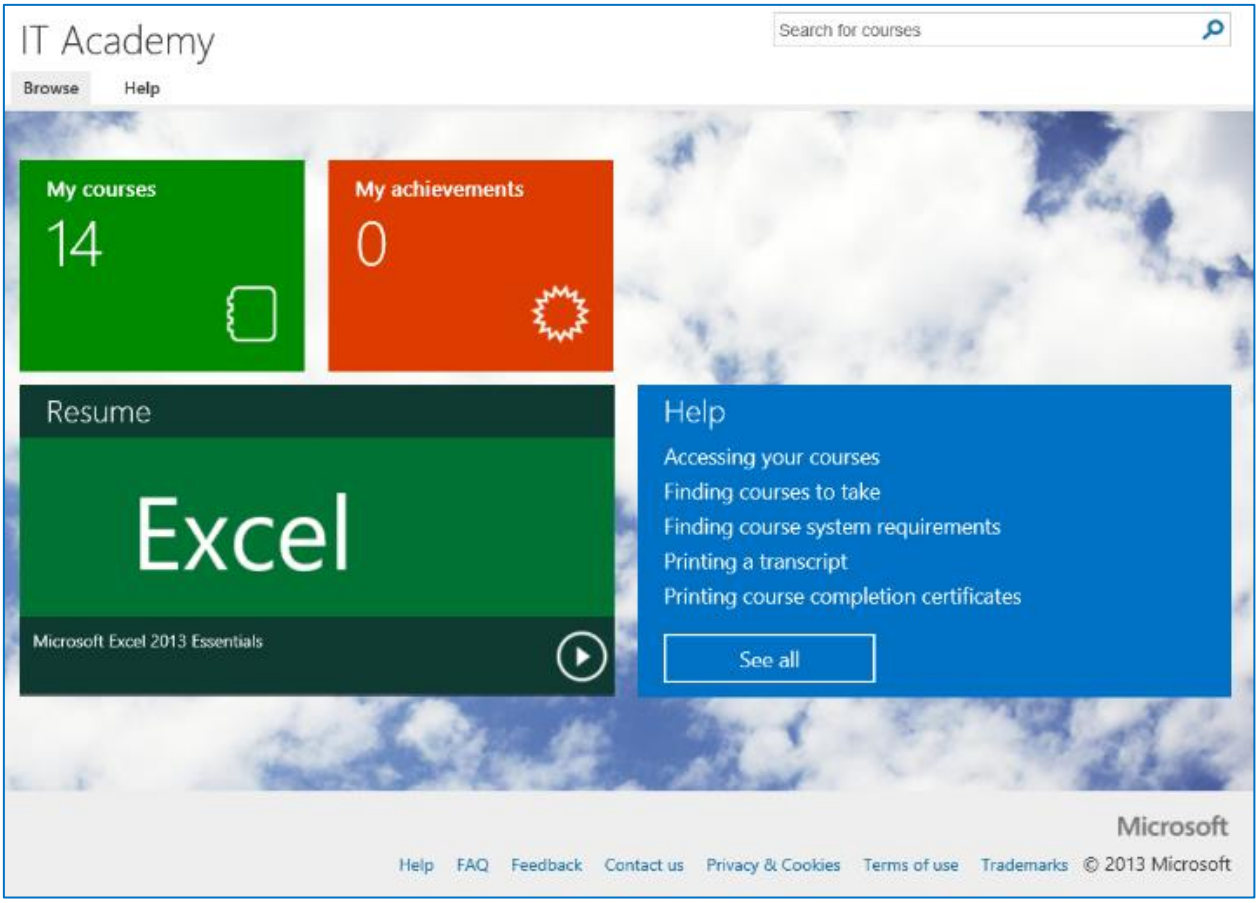


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Subsequent Sign-in

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

A. Go to student site http://itacademy.microsoft.com
B. Click the **Sign In** *(see Figure 1)*
C. **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 Online 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 Online Learning select the contact us link at the bottom of the site.

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