



# 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:

Yakima Central Library Access Code: [AHYJUVYARNFU5P](#)

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.*



3. Select "Microsoft account"

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:

Click on [here](#)

You're almost there!

This email address `cjj33@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](#)




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.**



## 7. Fill in User Profile



## IT Academy

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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*

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 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.

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				

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

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.

← My courses (2)

You currently have no learning plans assigned to you. Please contact your instructor.

⊖ My added courses

0 % complete

Course

Microsoft Access 2013 Essentials

Remove



## 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

The screenshot displays the IT Academy user interface. At the top, there is a search bar labeled 'Search for courses' and navigation links for 'Browse' and 'Help'. The main content area features several tiles: a green tile for 'My courses' showing '14' items, an orange tile for 'My achievements' showing '0' items, a large green tile for 'Resume' with 'Excel' and 'Microsoft Excel 2013 Essentials', and a blue 'Help' section with a list of links: 'Accessing your courses', 'Finding courses to take', 'Finding course system requirements', 'Printing a transcript', and 'Printing course completion certificates'. A 'See all' button is located at the bottom of the help section. The footer contains the Microsoft logo and a list of links: 'Help', 'FAQ', 'Feedback', 'Contact us', 'Privacy & Cookies', 'Terms of use', 'Trademarks', and '© 2013 Microsoft'.

**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.*

Microsoft

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