

Microsoft IT Academy E-Learning Step-by-Step Access Guide




First-time use of the Microsoft E-Learning site

First-time use of the e-learning site requires submission of an access code to unlock your e-learning courses. The access code facilitates distribution of e-learning courses as determined by your instructors.

1. To enter your access code go to the e-learning area of the Student Online Campus:

<http://itacademy.microsoftlearning.com/>

2. Click the Passport sign in button in the upper-right corner of the page and sign in with your Microsoft Passport email address and password. 

The sign in process is required each time you enter the Student Online Campus or Microsoft E-Learning sites.

If you do not already have a Passport account, follow the instructions in the left panel of the sign in page to register a new account and then sign in as noted above.

3. Once your Passport sign in is complete, first-time visitors must enter their e-learning access code to enter the site:

- In the Enter Access Code box at the bottom of the sign in page, enter the alpha-numeric e-learning access code provided by your Microsoft IT Academy administrator or instructor. Entry of the access code is required only once.


NOTE: Access codes are case sensitive and may include hyphens. Enter the access code exactly as furnished by Microsoft IT Academy to enable access to the site.

- After entering your access code, confirm that you have read and accepted the End User License Agreement by selecting the checkbox, then click **Send** to submit your entry.
- When your access code is received successfully you will be directed to the Microsoft E-Learning site.

After redeeming your access code you will have 150 days to access and complete the e-learning courses.

Return visits to the Microsoft E-Learning site

After you have submitted your e-learning access code as described above, submission of the code is not required again and you may go directly to the Microsoft E-Learning site following your Passport sign in.

1. To access the site directly go to the e-learning area of the Student Online Campus:
<http://itacademy.microsoftlearning.com/>
2. Click the Passport sign in button in the upper-right corner of the page and sign in with your Microsoft Passport email address and password. 
3. Continue to the Microsoft E-Learning site by clicking **Access Site**.

Accessing your online courses

The My Learning area of the site allows access to course material for which you are enrolled and as determined by your instructors.

1. To access your courses from the My Learning page, click on the course title link for description, content, and assessment information.
2. To begin course activities click on the lesson title link or the Begin button on the Content-tab page.

Assess your learning

If you are enrolled in advanced courses the Take Assessment tab will appear on course pages.

1. To assess your learning progress for these courses click the Assessment tab on a course page then click **Take Assessment**.
2. On the assessment welcome screen click **Begin**.
3. Select your answers as assessment questions are presented and click **Next** to continue to the next screen.
4. On the last item in a question series click **Finish** to calculate your score.
5. If you cancel the assessment or click Finish before completing all items, unanswered questions will be scored as incorrect.

View your transcript

The My Transcript page provides a history of assessment progress, attendance, and course access. To view your transcript, click **My Transcript** in the left navigation panel of e-learning pages.

Support

For e-learning support click **Contact Us** in the left navigation panel of e-learning pages to find a Regional Customer Support Center in your area.