Logging into the Microsoft IT Academy Member Site at www.microsoftitacademy.com
Click on “Member Sign-In” and “Member Sign-In” again on next screen. Follow the prompts to sign in with a Live ID. Important note – you will need your IT Academy Member ID # for first-time sign in.
Click on "Member Sign In" and "Member Sign In" again on next screen. Follow the prompts to sign in with a Live ID. You will need your IT Academy Member ID # for first time sign in.

This screen prompts you for your Live ID. If you have not previously created a Live ID, click “Sign up now”. If you have already created a Live ID, type your Email address and Password and click “Sign in”.

Have an MSN Hotmail, MSN Messenger, or Passport account? It’s your Windows Live ID.
You can use any email address to create your Live ID. Complete all fields on this page and click “I Accept”.

(If you already have a Hotmail account, that is your Live ID)
Check your email (be sure to check junk mail also) for a verification message from Windows Live Team. If you did not receive it, click "Send email". If you still do not receive, check your firewall settings and unblock filters for windowslivemail.com.

Enter your ten-digit ITA member ID number, usually starts with 1203...
Once you log in at the members’ site you will arrive here to the members’ only home page. From here, click on “My Academy” to bring up your membership details and admin codes.
To locate your Instructor/Admin E-learning Login codes, Click on “My Benefit Codes”.

<table>
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<th>Status</th>
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</table>

If you have questions about the information on this page, contact your Microsoft IT Academy Regional Service Center.
This screen displays the codes you will need to access specific benefits such as your e-learning instructor/admin codes. For the e-learning, each instructor or administrator will need his/her own code for first-time sign in. Subsequent logins will only require Live ID. If you are the administrator then you or a designee will distribute these codes to your instructors. Note – cut and paste the codes for accuracy. If you need more instructor e-learning codes or have questions about other benefit codes, contact IT Academy Customer Support.
The member’s site is where you will find information on all of your benefits and how to activate them. You are now ready to get started with your benefits!

Read on for steps on getting started with the E-learning.
E-Learning Instructor Portal

Go to: http://itacademyinstructor.microsoftelearning.com/

Note - for subsequent logins you will not need the access code. Click on “Access Site” at top left and sign in with your Live ID.

The first time you login into the instructor portal, click the box “I have read and accept the End User License Agreement”. Next, paste your Instructor Code into the box and click “Submit”. You will then be prompted for your LiveID. Answer the profile questions and continue through the process until accepted.
To assign e-learning content to your students, you create an access code for specific courses, similar to the access code you used to enter the instructor portal.

When the student enters the student e-learning portal with their code they are prompted to login with a Windows Live ID. Once they do that – they will populate into your Instructor Portal.
1. Specify a code identifier that identifies the class (i.e., “SprWord1” for Spring Word course, 1st period).

2. Type in the number of codes needed to match the number of students in your class + a few extras for add/drops.

3. Select the code type. We recommend “Multi-use”. The “multi-use” code type generates one code for all students in the class which makes it easier to distribute.
Set the expiration date. This is the expiration date for first-time sign in. You can set it as a deadline for your students, or you can set it out at end of quarter or semester. Once student has logged in, course content is available for 150 days.

To select the e-Learning course content click on “Add Subscription Pools”. Each Access code can contain 3 course collections.
The easiest way to search for courses is to use the “search” feature at the top right of your screen. Enter product name and click “Search”. Use “Search” button to display the list of courses for selection. DO NOT click “Lookup”.
Check the box to select the particular course – you can choose up to 3 courses.

Click on “Add Selected”.
You can also lookup and select courses by scrolling through the list and using the arrow at the top right of the page to get to next page. Check the box for your desired course, scroll to bottom of page and click “Add Selected”.
Remember you can choose a maximum of 3 course collections per access code. If your student, class or group requires additional course content you can setup additional access codes. When you have finished selecting the courses be sure to click on “Add Selected”.

Add Selected  |  Cancel
Now you are ready to create the access code. Click on “Create Access Codes”.
In this example we created a multi-use code for up to 30 students. We are now ready to send the code to the students. Highlight and Copy the code.
You are now ready to share this code with students along with the link to the student portal: http://itacademy.microsoftlear
ning.com. When the student signs into the student portal with a Windows Live ID and the access code you created, their information will be populated into your instructor portal.

Be aware the code is case- and character- sensitive so the best method to share the code is copy-and-paste.