Microsoft® IT Academy Program

ITA Member Site Registration Form

Turn potential into success
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Registration
The initial step in utilizing the Microsoft IT Academy is getting each individual site registered with a member ID. To get started, Washington OSPI must provide metadata for each school enrolling in Microsoft IT Academy. A sample chart of the necessary metadata is provided below. Please note: Each school must have a named IT Academy program administrator.

As this information is received, the Microsoft Regional Service Center (RSC) will enroll each school into the IT Academy program and provide a Welcome email to the member school administrator designee outlined on the form below.

Once all schools are registered, Microsoft Learning will provide one spreadsheet containing a master list of schools with membership ID information to Customer Name for management of the school memberships. This master list is a tool to assist the Washington State Project Manager should any schools need access to their IT Academy member IDs, or if the designated school member administrator changes.

Welcome Mail and Welcome Letter
Once the RSC has enrolled each school, an activation email will be sent to the school administrator designated. The email will include:

- Member ID
- Instructions and links for getting started

Welcome Letter and Plaque
In addition to the activation email, a physical Welcome Kit is sent to the school administrator which includes posters, a Microsoft IT Academy Membership plaque, and a welcome letter. While the letter is automatically sent to every IT Academy member, please keep in mind that the Washington State members enjoy additional support and benefits as outlined in the body of this implementation plan.