Getting Started with Microsoft IT Academy E-Learning

Before you begin using Microsoft E-Learning you will need to first set up a Microsoft Live ID:

Create a Microsoft Account

NOTE: If you already have a live, Hotmail, Outlook.com or Xbox account, you can use that account.

1. Go to https://signup.live.com and click Sign up
2. Complete the fields to create your Live ID/Microsoft Account
3. Go back to your email account and verify your email

Activate E-Learning Courses

1. To access Microsoft IT Academy courses, visit our Databases page.
2. Select “M” on the alphabetical list of KCLS Databases.
3. Click the Microsoft IT Academy – First Time Users link to start.
4. Check the box to accept the User Agreement
5. Click Continue
6. Create Microsoft Live ID Profile or update your existing account, if needed.

4. Click **My courses** to access courses
5. To access a course, click the hyperlinked name of the course. KCLS has selected an initial learning plan that includes Digital Literacy, Office 2013, and Window 7 as a starting point.

To Access Additional Microsoft Courses
To access additional Microsoft courses, including more advanced topics like Windows Server and Visual Studio,

1. Click Browse in the upper left hand corner of the page.

2. Select the topic from the drop down list.
Returning to E-Learning after first-time sign in

A. Go to learner site: https://itacademy.microsoft.com/ OR return to the Databases page on our website for the link.
B. Click the Sign In button on the right of the home page
C. Enter with your Microsoft Account and password
D. From My courses, start or resume a course

Congratulations – you are ready to start IT Academy E-Learning!

E-Learning Support
If you have trouble viewing or loading E-Learning courses, click the Contact Us button on the bottom of the screen in the E-Learning site to contact the tech support team via Live Chat, phone or email.
https://itacademy.microsofttelearning.com/help/contactUs.aspx