

User Instructions: How to access Microsoft E-Learning

Activate your E-Learning Resources

You are eligible to access Microsoft E-learning courses online as part of the Microsoft Elevate America program. Under this program, your state has distributed you an E-Learning access code that will enable you to consume Microsoft E-learning on such topics as Microsoft Windows, Microsoft Office, and other Microsoft technologies.

To gain initial access to the Microsoft Learning courses please follow the steps below:

1. Go to: <http://www.microsoft.com/about/corporatecitizenship/us/communityinvestment/learning/default.aspx>.
2. Select which skill development level applies to your training needs.
3. Register your identification information for reporting purposes.
4. You will be prompted to sign-in using a valid Windows Live ID.
If you already have a Windows Live ID on microsoft.com, you may use that Windows Live ID. If not, you will be prompted to create one. This will be the username and password you will use each time you access the site.
5. Choose a learning plan.
6. Input your access code to activate your e-learning courses. (The code is case sensitive and do not enter any spaces).
7. From the Product Selection Page choose the E-Learning collection you want.
8. A confirmation page will appear indicating that the access code has been accepted.
9. Click the My Learning Page to see your courses have been added to your account
10. Click on a course title to launch the offering.

The next time you access your course, please follow these steps:

1. Go to: <http://www.microsoft.com/learning> and sign in using your Microsoft Passport ID. .
2. Click the "Sign In" button in the upper right corner of the page and enter your Windows Live ID and password.
4. Click the *My Learning* link on the left side of the page.
5. Begin your E-Learning.

If you have problems logging in to the site, please contact the Microsoft E-Learning support center at <http://www.microsoft.com/learning/support/worldsites.aspx>.

We trust you will enjoy this On-line E-Learning and look forward to your participation. Do not share the code with unauthorized users: this violates our license agreement with Microsoft.