Accessing Training through IT Academy

Setting up IT Academy Access

Create a Microsoft Account:

**Note:** You may already have an account that can be used for IT Academy and may be able to skip this process if you use Hotmail, SkyDrive, or Xbox LIVE.

1. Go to [https://signup.live.com](https://signup.live.com) and click **Sign up**.
2. Complete the fields to create your Live ID/Microsoft Account.

Your “**Microsoft account name**” should be an active email address. It can be an address from any email provider including your campus email.

3. Scroll to the bottom of the page and click **I Accept**.
A verification email will be sent to the address you entered for your “Microsoft account name”. You will need to “verify your email address” before using your new Microsoft Live account.

Submit Email Address Verification:
1. **Log in** to the email account you entered for your “Microsoft account name”
2. Open the email from “Microsoft account team”. (Note: If you do not see a verification email, be sure to check your Junk Mail folder.)
3. Click the button to **verify** your email address.
4. Click the **OK** button to continue.
Your Microsoft Live account is now active and you’re ready to start training with IT Academy.

**Activate your Account for Online Training:**

1. Go to the IT Academy student site [http://itacademy.microsoftelearning.com](http://itacademy.microsoftelearning.com).
2. From the Take Training section on the right side, select the **Click here** link under Enter Access Code.

3. Check the box to accept the **End User License Agreement**.
4. Copy and paste the following code into the Access Code box: **8431-CSUS2000-7581**
   
   **Note:** The code is case-sensitive so the letters must be capitalized.

5. Enter your “@csus.edu” email and click **Enter**.
The Microsoft E-Learning Profile Center will display.

6. Fill in all **required fields** including your Country and “primary role”.

   **Note:** The answer you choose for “What is your primary role in your company or organization?” will dictate whether IT Academy presents you with highly technical training or general software end user training.

7. Scroll to the bottom of the page and click **Continue**.

8. Click **Continue** on the Sign In Notification page.

The Academic All Technology Library will display.

9. Click the **My Learning** link.

Now you are ready to begin online training with IT Academy.
Access SharePoint Training

**Note:** If continuing from process above, you should already be on the correct page. Skip to step 5 below.

1. Go to the IT Academy student site: [http://itacademy.microsoftelearning.com](http://itacademy.microsoftelearning.com)
2. Click the Go button under the Take Training section on the right.
3. Click Continue.
4. Sign in with your Microsoft Account.
5. Access course materials by clicking on the Learning Catalog option.
   - **In-Progress Training:** If you are continuing with in-progress training, click the My Learning option instead and then select the course title to resume the training.
6. Use the available search tools (e.g., keyword search of filter by Collection) or click the Next link to page through the available courses to find desired training.
7. Find the course you would like to take and click the training title (“Product Name”) to begin.

You will be presented with course details including a Modules & Lessons outline.

8. Click the Begin Course button at the top right to start the course. (If you are returning to an in-progress training, this button will display as “Resume Course”.)

9. Remember to click the Sign Out button when finished using IT Academy training.