

# Microsoft® IT Academy Program

## Welcome to the IT Academy Program!

Here are some simple steps to get access to your IT Academy benefits. There are many benefits included with your IT Academy membership. Following the instructions below will help you to get started with your curriculum resources immediately.

## Create a Microsoft Account:

If you do not have a Microsoft account or Office 365 organizational account, go to <https://signup.live.com> and complete the fields to create your account – you will need to go back to your email and verify your account.

## Sign into ITA Member Site:

- Go to: <http://www.microsoft.com/itacademy>
- From upper right corner, click

[Member sign-in >](#)

- Click the appropriate Sign-in option (in most cases it will be Microsoft account, unless your district has Office 365)

- [Sign in using your Microsoft account\\*](#)
- [Sign in using your Office 365 for education account](#)



- Enter your Microsoft Account and password and click Sign in

**Note** – for Office 365 accounts, only include the first part of your user name before the @ symbol

Sign in

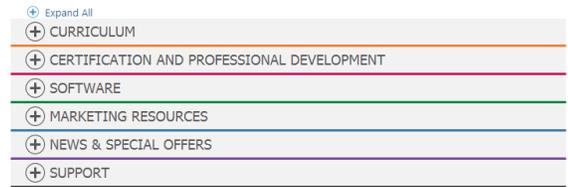
Microsoft account [What's this?](#)

- Enter the ITA Member ID and program key

**Note** – you will only need to enter your Member ID and program key the first time you sign in

Welcome to the IT Academy Member Site! From here you will be able to access and review your IT Academy curriculum resources, download and print posters and marketing materials, and learn more about your benefits.



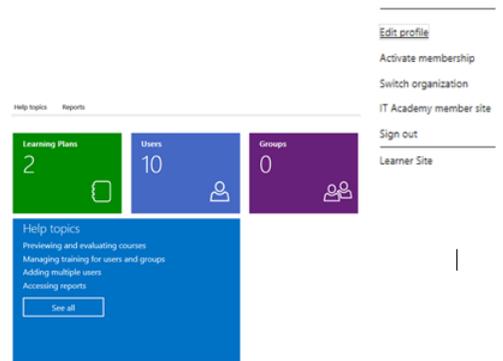
## Review curriculum options

1. Click **My Academy** on the top of your screen and then expand the **Curriculum tab** to see the curriculum resources
2. Browse through the materials to determine the best solution to fit your needs

**Note** - Depending on your program of study and/or preferred language, your materials may vary

➤ **Online Learning** provides a curriculum resource with over 250 multi-media, interactive courses that work anywhere with broadband access. Online Learning is an ideal tool for self-paced learning and professional development and/or can be used as supplemental coursework for students. Follow these steps to view an online learning course:

- a. Click the **My Academy** tab from the top of the member site screen
- b. Click **Curriculum**
- c. Click **"First Time Sign-in"** next to **Online Learning Management System**
- d. **Acknowledge** the terms of use and privacy and cookies statement. Check **"I Accept"** then click **Continue**
- e. Complete required fields on the profile page. Click **Save**.  
You are now on the administrator **Dashboard** (pictured here)
- f. Click drop down arrow next to your name in upper right corner of Dashboard to view additional options
- g. Select **Learner Site** to review the courses
- h. From Learner Site, click **Browse courses** to search by program or use the **Search** box (recommended) to find a specific course
- i. Click on any course to see the Overview, Syllabus and System Requirements
- j. See **Quick Start Guide Online Learning** on ITA OneDrive (<http://sdrv.ms/YAHHyM> > Quick Start Guides folder) for steps to assign courses to learners



**Note**- learners will need a Microsoft account to access the ITA Online Learning

➤ **MOAC** is a comprehensive digital textbook solution for preparing learners for Microsoft Office (MOS) and Microsoft Technology Associate (MTA) certifications. To view materials, go to My Academy>Curriculum>MOAC:

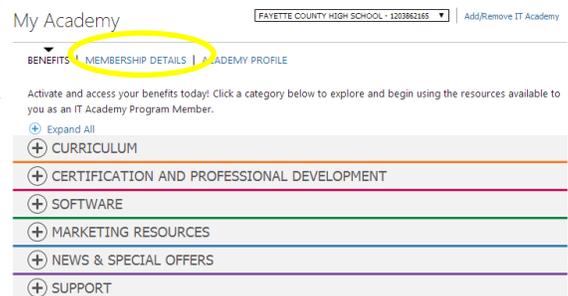
- a. Select your application or program
- b. Open or Save the Student and Instructor materials for review

➤ **Lesson Plans** offer an alternative curriculum solution to MOAC. Lesson plans map to Common Core standards and provide customizable classroom guides for teaching on the particular programs.

### ➤ **Activate your E-Reference Library Benefit**

The E-Reference library hosted by Safari Books will give you access to over 800 technology books online. Use this for your own professional development and/or download chapters and student projects for additional course assignments.

- a. Go to **My Academy > Membership Details**
- b. Copy your Membership ID number
- c. Click the **Benefits** tab, scroll to E-Reference Library and click **Subscribe now**
- d. Paste your Membership ID number into appropriate box, enter your institution name, country and contact information
- e. Scroll down and click **Submit**



**Note**- activation can take up to 5 days

## Next Steps

- Get familiar with the Getting Started resources available to you on the [ITA OneDrive](http://sdrv.ms/YAHHyM) (<http://sdrv.ms/YAHHyM>)
- Share the IT Director Checklist with your IT Staff and work with them to prepare labs, if applicable (document is located in the OneDrive > Getting Started with ITA > IT Readiness folder)
- Develop your curriculum plan
  - ✓ Review exam objectives and the ITA exam resource mapping (OneDrive > Getting Started with ITA > Certification folder)
  - ✓ Select your primary curriculum > **Classroom setting (MOS or MTA):** MOAC **or** Lesson Plans + Online Learning  
**Prof. Dev. / Workforce Dev. / Library:** Online Learning
  - ✓ Supplement with other resources as needed such as E-Reference Library
- Take an online learning course and build your own professional development
- Review IT Academy Getting Started videos: [https://www.youtube.com/playlist?list=PL5HofQtu\\_3wwSGXHVFY7-x9agtFAocQ9](https://www.youtube.com/playlist?list=PL5HofQtu_3wwSGXHVFY7-x9agtFAocQ9)
- View previously recorded teacher-led training webinars and watch for upcoming IT Academy virtual training opportunities (OneDrive > Getting Started with ITA > Virtual Training folder)
- Ask Questions

## ITA Customer Support

For help with the IT Academy benefits, contact customer support at 1-800-508-8454 or [acadsupp@microsoft.com](mailto:acadsupp@microsoft.com). Customer support hours are 8:30am - 8:30pm EST / 5:30am – 5:30pm PST.

For Online Learning Support, call 1-877-450-9875 or email [mlxsupp@microsoft.com](mailto:mlxsupp@microsoft.com).

**IT Academy Getting Started videos:** [https://www.youtube.com/playlist?list=PL5HofQtu\\_3wwSGXHVFY7-x9agtFAocQ9](https://www.youtube.com/playlist?list=PL5HofQtu_3wwSGXHVFY7-x9agtFAocQ9)