Quick Start Guide to Microsoft IT Academy Member Site

Create a Microsoft 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

Launch ITA Member Site/My Academy:

1. **Copy and paste** this link into your browser:
   http://www.microsoft.com/education/itacademy/Pages/member-sign-in.aspx

2. Enter your Microsoft Account and password and click Sign in

3. Enter your ITA Member ID (ten digit number starting with 1830)

4. Enter your ITA Program Key

   **Note** – you will only need to enter your Member ID & Program Key the first time you sign in

5. Click **My Academy** on the home page

6. From here you can access your IT Academy benefits, click Curriculum to get to Lesson Plans

Contact IT Academy Customer Support at 800-508-8454 or acadsupp@microsoft.com for help.

Visit the Library IT Academy SkyDrive for more Quick Start Guides: URL: http://sdrv.ms/1cNInd1