

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

Sign in

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

someone@example.com

Password

Sign in

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

Please type your Microsoft IT Academy membership identification number:

*

Submit

4. Enter your ITA Program Key

*

Submit

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

My Academy

Activate and access benefits, manage your Microsoft IT Academy profile, and view your subscription details all in one place.

Click **My Academy** on the home page

5. From here you can access your IT Academy benefits, click Curriculum to get to Lesson Plans
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[BENEFITS](#) | [MEMBERSHIP DETAILS](#) | [ACADEMY PROFILE](#)

Activate and access your benefits today! Click a category below to explore and begin using the resources available to you as an IT Academy Program Member.

[Expand All](#)

[CURRICULUM](#)

[CERTIFICATION AND PROFESSIONAL DEVELOPMENT](#)

[SOFTWARE](#)

[MARKETING RESOURCES](#)

[NEWS & SPECIAL OFFERS](#)

[SUPPORT](#)

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>