MS IT Academy Sign in Instruction

The following procedure with screen shots to help you accessing to MS IT Academy program after you had obtained the Windows Live ID and Access Code.

Point your web browser to https://itacademy.microsoftelearning.com/. Click the box to accept the End User License Agreement. Type the access code you received in your Mission email account. Click the Enter button.

You will be prompted to sign in. Click the button. Enter a Windows Live ID and password, and then click the Sign in button to sign in.
The course collection for the entered access code will be listed. Click the course collection link, or the My Learning link on the left (under Online Learning) to view a list of courses that are part of the course collection.
A list of the active collection courses for which your account is enrolled in will be listed in the **My Learning** page. The **My Learning** page can be accessed by clicking My Learning on the left side of any page. Click a course link to access a specific course.
The course details page will display the various modules that are part of the selected course. Each module can be accessed by clicking the **Begin** button next to the listed module. The module link (to the left of the begin button) will provide additional information for each module. Each module will load in a separate browser window. Do not close this window as you will need to return to it to continue with the following module.
The following page will load in a new browser window each time a module is started (from the previous page).

If a Pop-blocked notice appears, right-click the tab (left arrow below) and click **Always Allow Pop-ups from this Site** (right arrow below).
The following window will be displayed each time a page is updated. Please do not interrupt.

The selections on the left bar can be expanded by clicking the + button. Begin with the Navigation Overview link to view a step by step video on how to navigate this course. Continue with the options under Getting Started with Word 2007. Click the red X on the upper right of the browser window to close the current course.
Return to the My Learning page to continue with the next module.