How to Access Microsoft IT Academy Online Learning

Students access Microsoft IT Academy Online Learning by navigating to the learning website at http://itacademy.microusoftlearning.com and clicking the “Sign In” button at the upper right corner.

To sign in to the Microsoft IT Academy Online Learning site for the first time:

- Click “Sign Up Now” if you do not have a Microsoft Windows Live ID account.
- Or enter your existing Windows Live ID credentials and click “Sign In”.

You will be prompted for additional Microsoft E-Learning registration information. Complete the required fields (marked with “*”) and click “Continue” at the bottom of the screen.
You will see a screen requesting that you verify your e-mail address. Check your e-mail for a message from Microsoft and click the link in the message to complete the verification.

After your first-time sign-in, you will be returned to the Microsoft IT Academy Program home page.

1. Review the End User License Agreement and indicate your acceptance by clicking the checkbox.
2. Enter the access code provided by your instructor. This is a one-time step to unlock the e-learning course materials.
3. Click the “Enter” button to access the site.

Select “My Learning” in the left-navigation menu to access your courses and assessments.
- To access a course, click the hyperlinked name of the course.
- To launch an assessment, click the “Take Assessment” button under the course title. Not all courses have assessments; those with assessments have the “Take Assessment” button.
- You have access to the assigned e-learning courses for a term of 150 days, beginning from the date the access code is first used. The expiration date of the course appears on the “My Learning” page.

Return Visits to Your Online Learning

After the initial sign in and activation has been completed as described above, the Microsoft IT Academy Online Campus site may be accessed directly with your Microsoft Windows Live ID account by clicking the “Sign In” button from the home page at http://itacademy.microsoftftelearning.com.

Downtown Education Center of St. Louis Community College http://www.stlcc.edu/downtown