

Here is a step-by-step guide for how to login to IT Academy's eLearning with an **Access code provided by your library (the Code is in these instructions in Step 2)**.

Be sure to watch the [Getting Started](#) video for a brief overview of the Microsoft IT Academy eLearning Platform. Getting Started Video URL:

<http://itacademy-static.microsoft.com/home/GettingStarted>

Step 1: Your Microsoft login credential

You need to make sure you have a **compatible login credential**. IT Academy's eLearning platform supports existing [Microsoft Accounts](#) like those from **Hotmail.com, Outlook.com, Live.com, or an Office 365** account.

If you **DO NOT** have any of these accounts, you must create a Microsoft Account associated with a valid email address:

- ✓ Go to <https://signup.live.com> and **Sign up**
- ✓ Complete the **required fields**
- ✓ Scroll to bottom of page and click **I Accept**
- ✓ Check your email account and follow the steps in the email to confirm your Microsoft Account. If you did not receive an email, check your Junk Mail and Spam folders in case it was misrouted. If it is not there, check with IT staff or your email service provider to make sure windowslivemail.com is not blocked by your organization's email server.

Tip: You will need to use the same email account you used to sign in when you access your courses in the future. Be sure to keep this information safe.

Step 2: Sign in to IT Academy for the First Time

The first time you login to the Microsoft IT Academy eLearning site you will need to complete your user profile and enter the access code provided from your library. You will only need to do these steps once! Every time after that, you will log in and quickly access and resume your courses. You can do this from the Library's Computer Lab if you choose to— Kurtis Bullchild will offer on- site help. Questions? Call 360-456-5221, ext. 1125 (Faith) or ext. 1162 (Kurtis).