

Welcome to the IT Academy Program!

Here are some simple steps to help you access your IT Academy benefits. There are many benefits included with your IT Academy membership. Below you will find brief descriptions and instructions to help you to get started with your curriculum resources immediately.

Create a Microsoft Account:

If you do not have a Microsoft account or Office 365 organizational account, go to <https://signup.live.com> and complete the fields to create your account – you may need to go back to your email and verify your account.

Sign into ITA Member Site:

- Go to: <http://www.microsoft.com/itacademy>



- Click the **Member sign-in** button
- Click the appropriate Sign-in option (in most cases it will be Microsoft account, unless your organization has Office 365)



Sign in to access your benefits



Microsoft account

Sign in with the account you use for OneDrive, Xbox LIVE, Outlook.com, or other Microsoft services.



Organizational account

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services. If you are not sure whether your institution uses Office 365, please contact your IT director.

- Enter your User name and password and click Sign in

Note – for Office 365 accounts, only include the first part of your user name before the @ symbol

- Enter the ITA Member ID and program key if/when prompted

Note – you will only need to enter your Member ID and program key the first time you sign in

Welcome to the IT Academy Member Site! From here you will be able to access and review your IT Academy curriculum resources, download and print posters and marketing materials, and learn more about your benefits.





Review curriculum options


The IT Academy has many curriculum resources allowing you the freedom to choose the solution that best fits your needs. We recommend **starting with just one** of the resources and then adding in others as you get comfortable. Here are a few sample recommendations:

- ✓ **Classroom / Instructor-led (Microsoft Office or MTA):** Use MOAC, Study Guides, **or** Lesson Plans + Online Learning
- ✓ **Independent Study / Professional Dev. / Workforce Dev. / Library:** Use MOS Study Guides + Online Learning


***Note** – Materials vary based on program of study and language*

e-Books


 **MOAC** is a comprehensive digital textbook solution that prepares learners for Microsoft Office (MOS) and Microsoft Technology Associate (MTA) certifications. MOAC includes a full e-Book, plus instructor resources such as projects, test banks, solution files, instructor guides and presentations.  **Teacher Pick**

 **MOS Study Guides** provide a digital book and practice files for Microsoft Office Specialist exam preparation. The study guides are designed for independent study and do not include solution files or instructor resources. These are a great resource for virtual learning, professional development and for students studying independently for exams. **New**

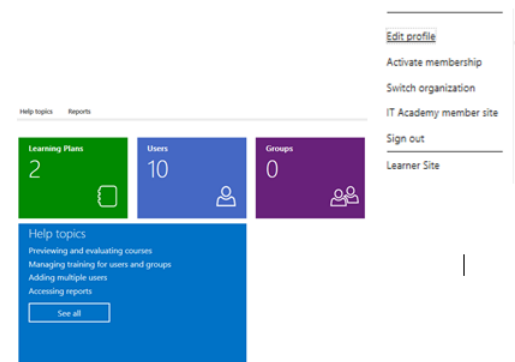
Instructional Guides

 **Lesson Plans** offer an alternative curriculum solution to MOAC or Study Guides. Lesson plans map to Common Core standards and provide customizable classroom guides for teaching on the particular programs. Lesson plans are available in multiple languages, and include student projects and instructor resources and are best used in conjunction with Online Learning.


- ☑ **Steps to access the MOAC, Lesson Plans and MOS Study Guides:**
 - From the ITA Member site, click **Resources** from the top menu bar
 - Select your application or program
 - Follow instructions to download the Student and Instructor materials for review

 **Online Learning** provides a curriculum resource with over 250 multi-media, interactive courses that work anywhere with broadband access. Online Learning is an ideal tool for self-paced learning and professional development and/or can be used for independent study or supplemental coursework for students.


- ☑ **Steps to activate online learning and view an online learning course:**
 - Click the **My Academy** tab from the top of the member site screen
 - Click **Curriculum**
 - Click **"First Time Sign-in"** next to **Online Learning Management System**
 - Acknowledge** the terms of use and privacy and cookies statement. Check **"I Accept"** then click **Continue**
 - Complete required fields on the profile page. Click **Save**. You are now on the administrator **Dashboard** (pictured here)
 - Click drop down arrow next to your name in upper right corner of Dashboard to view additional options
 - Select **Learner Site** to review the courses
 - From Learner Site, click **Browse courses** to search by program or use the **Search** box to find a specific course
 - Click on any course to see the Overview, Syllabus and System Requirements
 - See **Quick Start Guide Online Learning** on ITA OneDrive (<http://sdrv.ms/YAHHyM> > Quick Start Guides folder) for steps to assign courses to learners



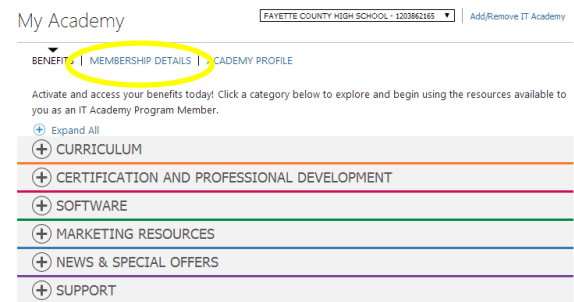
***Note**- learners will need a Microsoft account or Office 365 organizational ID to access the ITA Online Learning*

 **E-Reference Library** is a fully searchable online library hosted by Safari Books. Each ITA membership includes five complimentary subscriptions, giving selected faculty/staff members access to over 800 technology books online. Search specific topics, use for your own professional development and download chapters and student projects for additional course materials.

☑ **Steps to activate your E-Reference Library subscription:**

- Go to **My Academy > Membership Details** 
- Copy your Membership ID number
- Click the **Benefits** tab (next to Membership Details)
- Scroll to **E-Reference Library** and click **Subscribe now**
- Paste your Membership ID number into appropriate box, enter your institution name, country and contact information
- Scroll down and click **Submit**

Note- activation can take up to 5 days



Next Steps

- Get familiar with the Getting Started resources available to you on the [ITA OneDrive](http://sdrv.ms/YAHHyM) (<http://sdrv.ms/YAHHyM>)
- Share the IT Director Checklist with your IT Staff and work with them to prepare labs, if applicable (document is located in the OneDrive > Getting Started with ITA > IT Readiness folder)
- Develop your curriculum plan
 - Review exam objectives and the ITA exam resource mapping (OneDrive > Getting Started with ITA > Certification folder)
 - Select your primary curriculum (see sample recommendations above)
 - Supplement with additional resources if or as needed
- Take an online learning course and build your own professional development
- Review IT Academy Getting Started video tutorials:
https://www.youtube.com/playlist?list=PL5HofQtu_3wwSGXHVFY7-x9agtFAocQ9
- View previously recorded teacher-led training webinars and watch for upcoming IT Academy virtual training opportunities (OneDrive > Getting Started with ITA > [Virtual Training folder](#))
- Ask Questions

Resources

ITA Customer Support

For help with the IT Academy benefits, contact customer support at 1-800-508-8454 or acadsupp@microsoft.com. Customer support hours are 8:30am - 8:30pm EST / 5:30am – 5:30pm PST.

For Online Learning Support, call 1-877-450-9875 or email mlxsupp@microsoft.com.

IT Academy Getting Started OneDrive: <http://sdrv.ms/YAHHyM>

IT Academy Getting Started videos: https://www.youtube.com/playlist?list=PL5HofQtu_3wwSGXHVFY7-x9agtFAocQ9

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