

	INFORMATION TECHNOLOGY SERVICES
	Microsoft E-Learning Applications

As part of the college's licensing agreement with Microsoft, faculty and staff are granted access to the Microsoft Application E-Learning courses. The courses cover a wide range of Office and MS Application topics, and are geared for the beginning to advanced user. These courses are meant to help you keep up-to-date with the latest major software releases.

### HOW TO GAIN INITIAL ACCESS TO THE MICROSOFT E-LEARNING COURSES

1. Go to: <https://onlinelearning.microsoft.com/subscriptionactivation/>. **Select Sign in.**
2. Choose: Work or school account
3. Input the following subscription access code: IWO73526D9
  - a. *(The code is case-sensitive. Be sure to include the dashes and do not enter any spaces.)*
  - b. *Enter your email address and **Select Submit, and then click continue and accept the agreement.***
4. You will be linked to the Microsoft **IT Academy**. You are prompted to sign in using a valid Microsoft ID. (This is your college email and password)
5. You will receive an e-mail confirming your registration.
6. From the confirmation e-mail, click the link to complete the e-mail confirmation and activate your courses.
7. You are prompted to sign in using a valid Microsoft ID. (This is your college email and password).
8. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted).
9. Click the *Online Learning – Catalog* down arrow to see courses, or Search for Courses.
10. Click a course title to launch the offering. *You have 12 months from the time of launch to finish that course.*

### TO ACCESS YOUR COURSE AT ANY TIME, FOLLOW THESE STEPS

1. Go to: <https://onlinelearning.microsoft.com/>.
2. Click the "Sign In" button in the upper right corner of the page.
3. Sign in to Online Learning using your Microsoft ID. (This is your college email and password).
4. Click the My Learning Catalog link on the left side of the page under Customer Login.
5. Begin, return to, your E-Learning course.

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## HOW TO GET HELP

If you have any questions regarding your access code, you may e-mail or phone the Microsoft support center. To view a list of support phone numbers, please visit <https://www.microsoft.com/licensing/servicecenter/> and click the Support/Feedback link.

If you experience any problems with your E-Learning training, please contact the regional support center in your region at <http://www.microsoft.com/learning/support/worldsites.msp>.

We trust you will enjoy this benefit and look forward to your participation. Please note that the access code we have received from Microsoft can accommodate a limited number of users from our organization. Do not share the code with unauthorized users. This is not permitted under our license agreement with Microsoft.

## NEED A HAND?

### --- ACC Information Technology Services ---

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