

Microsoft IT Academy

How to Register for Free Digital Training at the Fletcher Free Library in Burlington

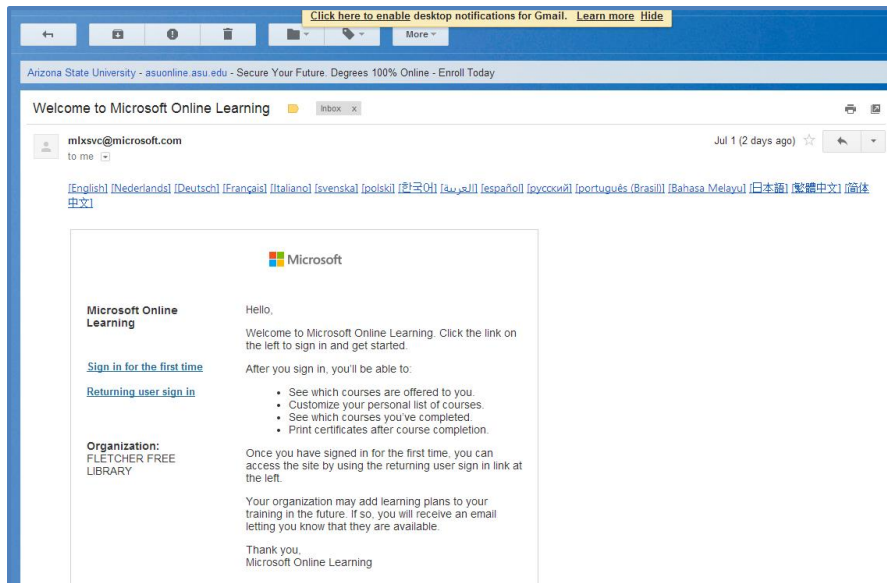
1. Take a look at the Learning Plans developed for the Fletcher Free Library users:
 - **Digital Skills**, includes a suite of 13 beginner level courses on how to use computers with such important topics as computer security, how to find information on the Internet, resume writing, and using social media networks.
 - **Office 2013 Essentials**, includes 11 courses at least one each dealing with the multiple different programs in the Microsoft Office suite, including Word, PowerPoint, Excel, and Visio.
 - **Outlook 2010**, includes 3 different levels of courses dealing with the popular email program Outlook.
 - **Access 2010**, includes 3 different levels of courses dealing with the database program Access.
 - **PowerPoint 2010**, includes 3 different levels of courses dealing with the presentation program PowerPoint.
 - **Excel 2010**, which includes 3 different levels of courses dealing with the spreadsheet program Excel.
 - **Word 2010**, which includes 3 different levels of courses dealing with the word processing program Word.

You can find out more information about the Microsoft IT Academy available online at: <http://www.microsoft.com/education/itacademy/Pages/benefits.aspx>

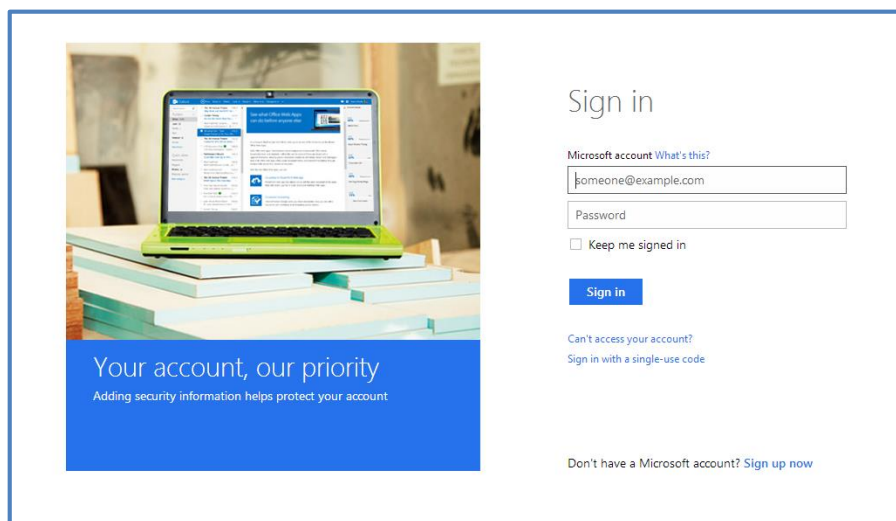
Certification is available in a number of areas. Here's an interactive guide to certification: <http://www.microsoft.com/education/itacademy/Pages/roadmap.aspx>

You can also indicate that you would like to be a "power user" and can login and select your own set of courses based on your individual interests.

2. Email the Fletcher Free Library's librarian at rcoleburn@burlingtonvt.gov using the subject line: "IT Academy Registration" to request registration. In the body of your email include your name, email address, and town of residence. You should also indicate the type of courses that you would like to take.
3. The Fletcher Free Library will process your email registration request as quickly as possible. Please note that it will not be immediate. After your registration is processed, you will get an email from mlxsvc@microsoft.com with the subject "Welcome to Microsoft Online Learning" that includes links to sign-in, in order to get started.



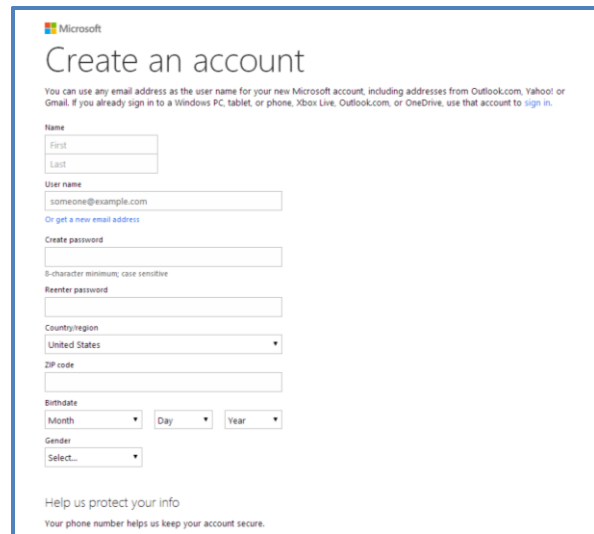
4. **Users with a Microsoft Account Already** should click on the link that says “Returning user sign in” and simply sign in using your Microsoft account name and password.



Users with a Microsoft Account Already can then skip ahead to step 5, ignoring the instructions for users without a Microsoft Account.

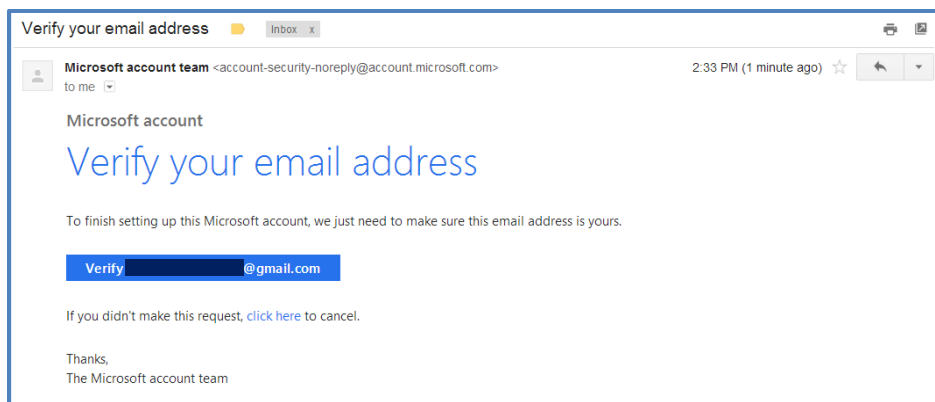
4. Users without a Microsoft Account

should click on the link “Sign in for the first time.” It will take you to a webpage that allows you to create a Microsoft account. The information you need to create a Microsoft Account is your email address, your birthday, your country, and your phone number.

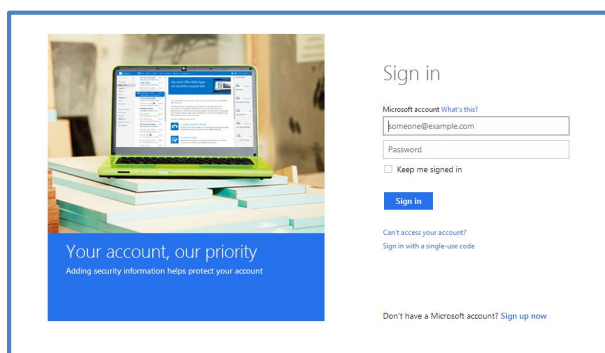


The screenshot shows the Microsoft 'Create an account' page. At the top, it says 'Microsoft' and 'Create an account'. Below this, a note states: 'You can use any email address as the user name for your new Microsoft account, including addresses from Outlook.com, Yahoo! or Gmail. If you already sign in to a Windows PC, tablet, or phone, Xbox Live, Outlook.com, or OneDrive, use that account to [sign in](#).' The form includes fields for 'Name' (First and Last), 'User name' (with 'someone@example.com' entered), 'Create password' (with a note '8-character minimum; case sensitive'), 'Reenter password', 'Country/region' (set to 'United States'), 'ZIP code', 'Birthdate' (Month, Day, and Year dropdowns), and 'Gender' (a 'Select...' dropdown). At the bottom, it says 'Help us protect your info' and 'Your phone number helps us keep your account secure.'

Then, Microsoft will send you an email verification, before you will be able to gain access to the IT Academy.



Click the blue box to verify your email address. Then log-in:



And, accept the terms of use and take time to complete your Microsoft profile.

Microsoft IT Academy

Take a moment to acknowledge the following:

Your use of the Microsoft Learning website and all associated materials and services are governed by these [terms of use](#).

You agree that Microsoft may share information about your activities on Microsoft Learning services with your employer/academic institution. To learn more, about the information collected by this site, see our [privacy and cookies statement](#).

If you do not agree, do not select "I Accept" and do not access or use the site.

☒ I Accept

[Continue](#)

Microsoft IT Academy

Profile

Information in your profile is private. Make sure the information below is correct.

* First name
Sharon

* Last name
Farr

* Contact email
sharon.combesfarr@gmail.com

* Default language
Choose...

* Location
Choose...

Give yourself a unique ID

Example: A12345

[Save](#)

Steps 5 through 10 below apply to all users, assuming that you have by now, created your Microsoft Account.

- If you indicated a specific **Learning Plan** of Microsoft online courses when you sent your registration to the library, you will also receive a second email from mlxsvc@microsoft.com with the subject "New learning plan from FLETCHER FREE LIBRARY."

Microsoft

New learning plan

Hello,

A new learning plan is now ready for you. Your organization is offering a series of courses in this learning plan to help build your skill set.

To get your new learning plan, you must:

1. Click the link on the left (you will be prompted to sign in, if you aren't already).
2. From the home page, click **My Courses**. The new learning plan will be included in your list.

Organization:
FLETCHER FREE LIBRARY

Learning Plan:
Word 2010

Once you have received the new learning plan, you can access the site by using the [Returning user sign in](#) link.

Thank you,
Microsoft Online Learning

- When you click "Get your new learning plan" and log-in to Microsoft, you will be directed to your unique Microsoft ITA home page that includes your courses, your achievements to-date, and helpful links.

Microsoft IT Academy

FLETCHER FREE LIBRARY | Sharon Combes-Farr

Search for courses

Browse courses Help topics

My courses
3

My achievements
0

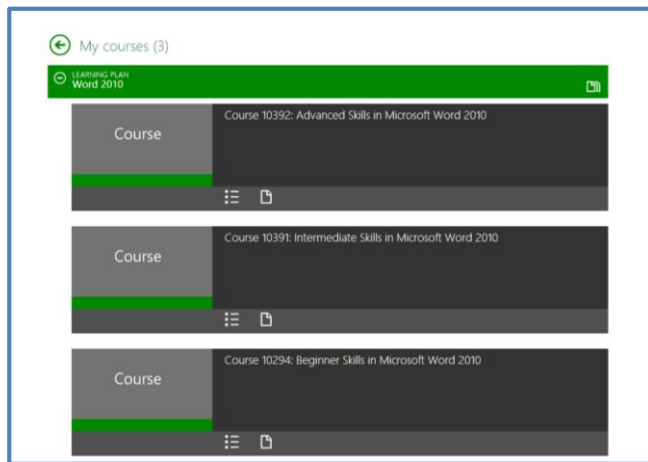
Help topics

- Getting Started Video
- Accessing your courses
- Finding courses to take
- Finding course system requirements
- Printing a transcript
- Printing course completion certificates

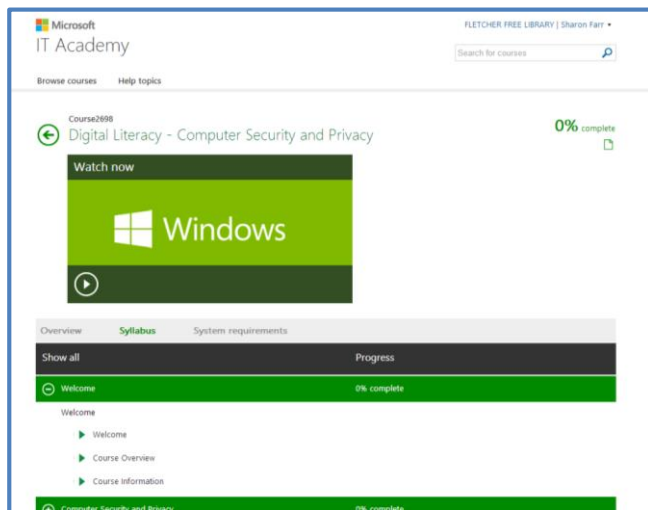
[See all](#)

Help topics FAQ Feedback Contact us Privacy & Cookies Terms of use Trademarks © 2014 Microsoft

7. If you click on the green “My courses” box, your courses will be displayed.



8. Click on a course to select it and start learning!



9. If you'd like to add an additional Fletcher Free Library learning plan, please contact rcoleburn@burlingtonvt.gov.

10. You can ADD ADDITIONAL COURSES BY YOURSELF by using the “browse courses” function at the top of your Learner Home page. Simply search the classes and select “Add” for it to be added to your Learner Home page. The course is added immediately and you can select “view course” to start learning!

