

Microsoft Online Training

To gain initial access to the Microsoft E-Learning courses, please follow the steps below:

1. Go to: <https://business.microsoftlearning.com/activate/>
2. Call John Wyatt, HR Representative, at ext. 4075 to acquire the access code. The access code will be emailed to you in an encrypted file. (The code is case sensitive. Be sure to include the dashes and do not enter any spaces.)
3. You will be prompted to sign-in using a valid Windows Live ID (this will be the username and password you will use to access the site each time you log in). If you already have a profile on microsoft.com, use that Windows Live ID.
4. You will receive an email confirming your registration.
5. From the confirmation email, click the link to complete the email confirmation and activate your courses.
6. You will be prompted to sign-in using a valid Windows Live ID, once again.
7. A confirmation page will appear indicating that the access code has been accepted (or you may receive an error message if the code was not accepted).
8. Click the My Learning link to see list of available courses.
9. Click on a course title to launch the offering. You will have 12 months from time of launch to finish that course.

To access your course at any time, please follow these steps:

1. Go to: <https://business.microsoftlearning.com/>
2. Click the "Sign In" button in the upper right corner of the page
3. Sign in to Windows Live using your Windows Live ID and password
4. Click the My Learning link on the left side of the page under Customer Login
5. Begin your E-Learning course

If you have problems logging in to the site, please contact the Microsoft E-Learning support center at 1-877-383-2829 (toll free) or e-mail microsoft_support@training.com.

Upon completion of the course, you will need to provide HR with a copy of the completion certificate for your training records.

PRINT PAGE FOR REFERENCE