

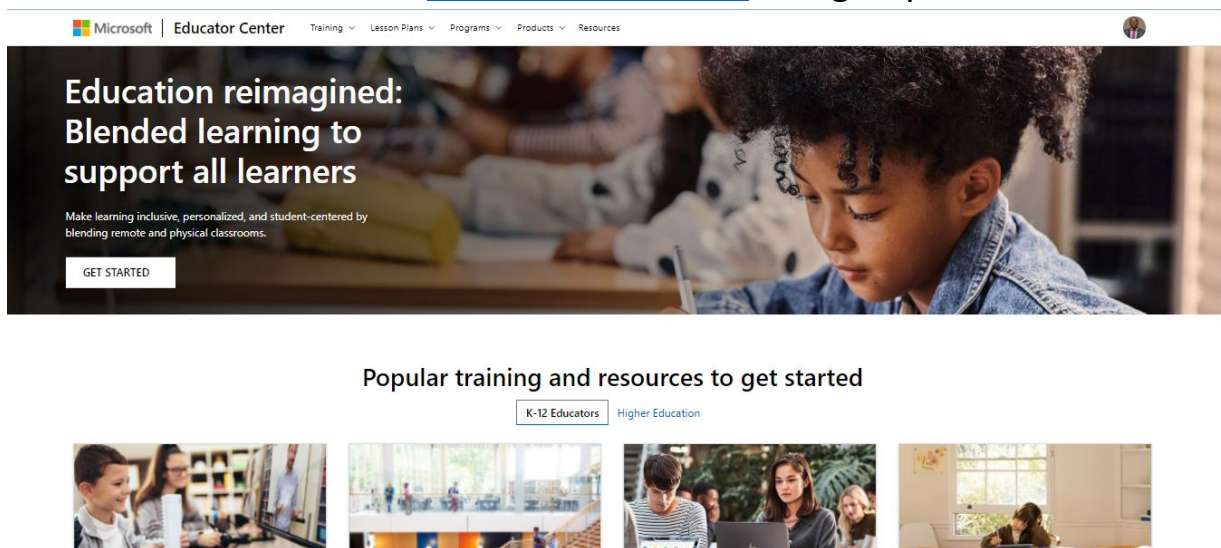
CONGRATULATION FOR COMPLETION OF YOUR TRAINING

Aside from the certificate you have just received, you are also entitled to two additional certificates (Office 365 Teacher Academy and Microsoft Innovative Education).

Kindly follow the steps below to generate your Microsoft certificate

Step 1

Go to education.microsoft.com and sign in with your existing **Microsoft Personal or Office 365 Account** e.g. abc@outlook.com, abc@hotmail.com or abc@live.com. If you do not have an existing Microsoft Account, visit www.outlook.com to sign up for one.



Step 2

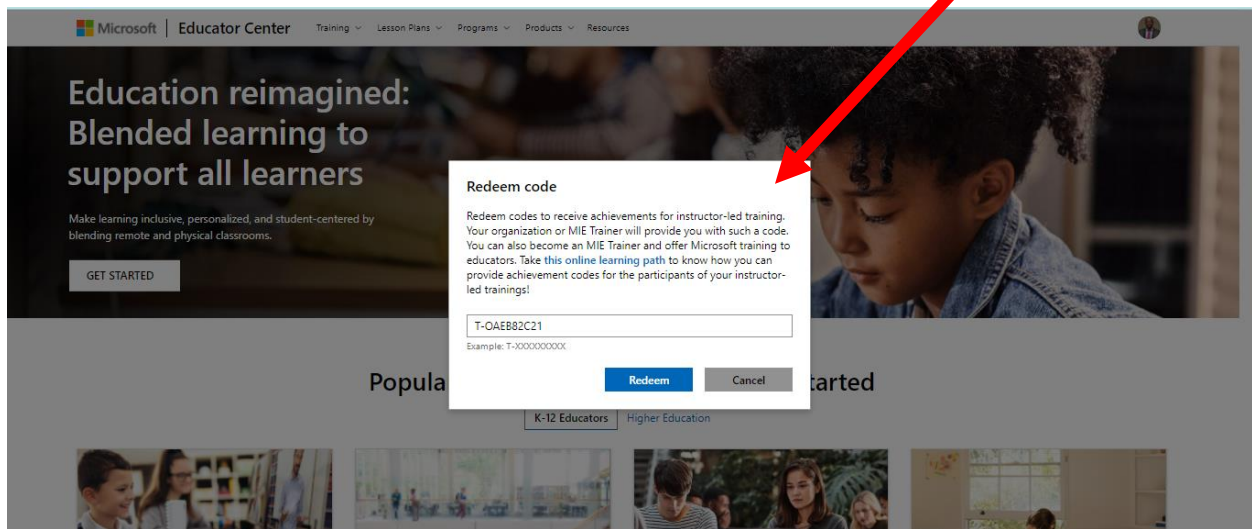
On the Landing Page, move to your upper right corner to click on your profile/Avatar on your account and click **“Redeem Achievement Code”**



Step 3

Type **T-OAEB82C21** in the Redeem Achievement Code Dialog Box and Click on Redeem

Please Note: *This Code provides you a Certification as a Microsoft Innovative Educator and Recognitions for other training modules on Digital Literacy and Microsoft 365 Teacher Academy Certificates*



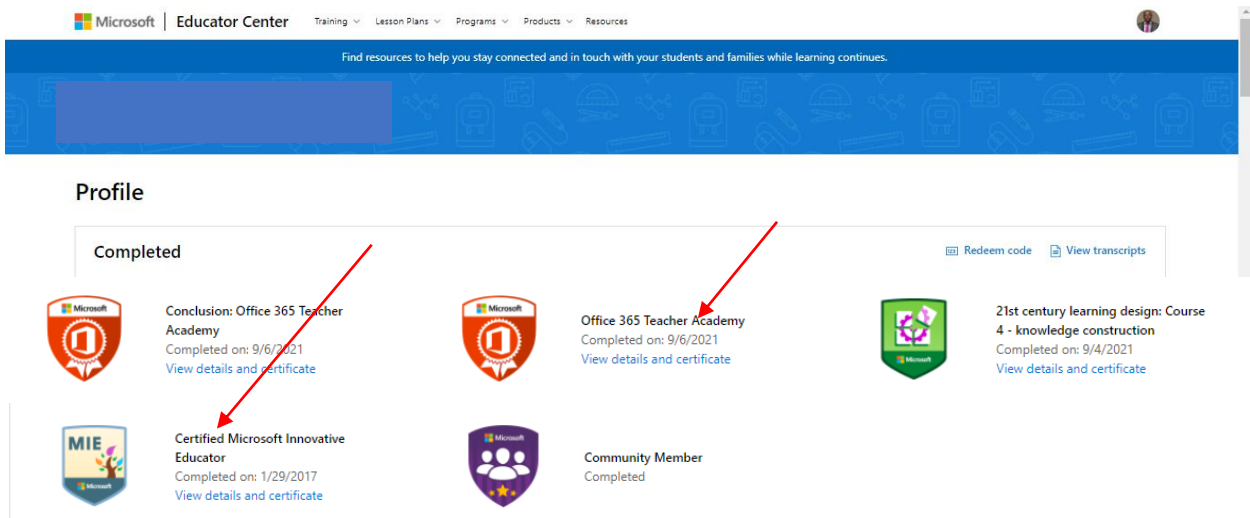
Step 4

Go back to your Profile section and Select “My Profile” to access your certificates and transcripts



Step 5

Select Office 365 Teacher Academy and Microsoft Innovative Education and Select “View Certificate” and download your certificates to your TM1 Laptop. Go to your download folder to view your generated Certificate (s).



The screenshot shows the Microsoft Educator Center profile page. The header includes the Microsoft logo, "Educator Center", and navigation links for Training, Lesson Plans, Programs, Products, and Resources. A blue banner below the header contains the text: "Find resources to help you stay connected and in touch with your students and families while learning continues." Below the banner is a "Profile" section with a "Completed" tab. Under this tab, there are five certificate cards. Each card features a Microsoft logo, a title, a completion date, and a "View details and certificate" link. Red arrows point to the "View details and certificate" links for the "Conclusion: Office 365 Teacher Academy" and "Office 365 Teacher Academy" certificates. The "21st century learning design: Course 4 - knowledge construction" certificate also has a "View details and certificate" link. The "Community Member" certificate is marked as "Completed" but does not have a "View details and certificate" link.

Certificate Title	Completion Date	Action
Conclusion: Office 365 Teacher Academy	Completed on: 9/6/2021	View details and certificate
Office 365 Teacher Academy	Completed on: 9/6/2021	View details and certificate
21st century learning design: Course 4 - knowledge construction	Completed on: 9/4/2021	View details and certificate
Certified Microsoft Innovative Educator	Completed on: 1/29/2017	View details and certificate
Community Member	Completed	