

Educator Checklist

Microsoft IT Academy Program



Follow these simple steps to launch the Microsoft IT Academy Program in your classroom. The links below will launch a webpage with more information on how to fulfill that step. As you complete each step, check them off. Once you've completed these eight steps, you'll be ready to deliver quality technology training and content to your class.

Additional training resources are available at

<https://www.microsoft.com/en-us/itacademy/members/getting-started-guide.aspx#item-ID0ECAAAAABA>

1.



Create a Microsoft Account

Go to signup.live.com and click **Sign up**. Complete the fields to create your Microsoft account.

2.



Join the ITA Member Website

Using your new account, sign in to www.microsoft.com/itacademy/members then enter your ITA member ID and program key.

[Subscribe to Newsletter →](#)

3.



Explore Lesson Plans

Lesson plans consist of small, teachable units. Start with lesson plans and use them with other educational resources on the member site.

[More info →](#)

4.



Explore Online Learning

Understand the Online Learning platform and learn how to get your students access.

[More info →](#)

[Sign in to Online Learning →](#)

5.



Use Online Learning: Create Groups

After first time Sign-in to Online Learning, create groups here.

[Sign-in to Online Learning →](#)

[Create groups here →](#)

6.



Online Learning: Create Learning Plans

Click the *Learning Plans* tab from the top menu. Type your Learning Plan name into the blank box.

7.



Create Access Codes

Click *Enrollment Codes* tab from the top menu. Select your Learning Plan from the list on the left.

[More info →](#)

8.



Scan your system

It is recommended that you scan your lab computers to be sure they are compatible with the Online Learning.

[More info →](#)

[Contact us today](#)

