

IT Director Checklist

Microsoft IT Academy Program



IT Staff responsible for configuring computer labs can refer to this checklist and links to ensure seamless support of Microsoft IT Academy courses and resources. The checklist will help you to configure systems to run Online Learning courses, identify and mitigate problematic firewalls and manage Microsoft Account IDs for your students. Additional training resources are available for you at www.microsoft.com/en-us/itacademy/members/start-default.aspx

1.



Scan hardware for compatibility

Scan lab computers for Online Learning compatibility.

[More info →](#)

2.



Upgrade software and licenses

See IT Director Information documentation for details on obtaining software licenses.

[More info →](#)

3.



Install Plug-ins

Install Silverlight and ActiveX Controls.

[More info →](#)

4.



Adjust settings (cookies, java, firewall, etc)

Assure all settings are properly adjusted.

[More info →](#)

5.



Enable ITA communications

Assure all required Microsoft sites are added to your trusted sites and ports are open.

[More info →](#)

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6.



Open required outbound ACLs

Add specified sites to the safe/bypass list on your proxy server or firewall.

[More info →](#)

7.



Enable student email provider

Add specified email addresses to your Safe Senders List.

[More info →](#)

8.



Enable Microsoft account solution

Refer to Microsoft account guide for additional information.

[More info →](#)

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