Program Administrator Checklist

Microsoft IT Academy Program

As the Program Administrator, use this checklist as a guide to help get started and manage your Microsoft IT Academy Program. The links below each step will launch a webpage with more information on how to fulfill that step.
As you complete each step, check them off. Additional training resources are available for you at
www.microsoft.com/en-us/itacademy/members/getting-started-guide.aspx

1. Review program benefits

Review the Program Guide on the USB drive to activate your benefits.

More info ➔

2. Enable ITA member website access

Provide your educators and staff with your ITA membership ID and program key for first time sign in.

More info ➔

3. Post program resources

Post the resources from the USB drive for your teachers and IT Directors on an internal share site.

4. Manage program relationship

Communicate with Microsoft, and distribute pertinent information to educators and IT staff.

Subscribe to Newsletter ➔

5. Encourage educator certification

Getting your educators certified will be the key to their success. Check the Professional Development Skill & Certification section.

Go to the page ➔

6. Monitor licensing compliance

Make sure you are in compliance with the license terms for Microsoft software and products.

More info ➔

7. Explore software license keys

Explore the lab software benefits available to IT Academy members.

More info ➔

8. Enable change of administrator

Use the online form to designate a change in program administration.

More info ➔

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