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IT Academy



HBU has successfully gained approval to be a Microsoft IT Academy. The Information Technology Services department manages the E-Learning environment and offers support to this new Learning Management System (LMS). Our goal is to provide you with excellent technology training and customer service. We continue to be dedicated first and foremost to meeting the training needs of all of our participants, from the true beginner to the more advanced user. We look forward to helping you meet your technology training needs in the years to come.

The Microsoft IT Academy program enables academic learning institutions to connect the world of education to the world of work by enabling faculty, staff and students to acquire new technology skills in an academic setting. Microsoft IT Academies benefit from world-class Microsoft curriculum and cutting-edge software tools to experience real-world challenges in the training environment.

Please read the requirements before you start using IT Academy.

Documentation:



[eLearning Viewer Tutorial](#)

System Requirements:

To successfully connect to Microsoft IT Academy Program, you must:

- Meet Microsoft IT Academy Program hardware and software requirements; see below.
- Use a Windows Computer.
- Use Microsoft Internet Explorer 6.0 SP1 or greater (Do not use Firefox).
- Have High-Speed Internet access.
- Accept browser cookies. To accept cookies and turn off the notification feature:
 - From the **Tools menu**, select **Internet Options**.
 - In the dialog box, select the **Privacy tab**.
 - The default selection, **Medium**, allows cookies to be stored, if this is not in Medium, please change it.
 - Select **OK** to close the dialog box.
- Enable JavaScript on your Web browser. To enable JavaScript:
 - From the **Tools menu**, select Internet Options.
 - In the dialog box, select the Security tab.
 - Be sure that your Security level is set to Medium. The ActiveX controls that are necessary to use Microsoft E-Learning are set by default in the medium security level. Click Default Level to view the security level slide.
 - Select OK to close the dialog box.
- Set your browser to refresh at every page:
 - From IE7 go to the **Tools menu**, select **Internet Options**.
 - In the **General Tab** locate the Browsing History and click on the **Settings** button.
 - Under Temporary Internet Files, select **Every time I visit the webpage**.
 - Select **OK** to close the dialog box.
- Adobe Flash Player 7.0 or greater
- Pop-up blockers disabled
- Adobe Reader version 4.0 or greater
- Windows Media Player 8 or higher

HBU's Windows computers should have all these plugins or applications. For more information [check your computer settings](#). This web application will scan your computer and tell if your computer is compliant or not. For assistance or help installing one of these components [contact the ITS Helpdesk](#) or call 281-649-3410.

Access to IT Academy E-Learning: