**Registration instruction**

**Gain initial access to the MicrosoftÂ® E-Learning courses by following these steps**   
  
1. Go to: <https://business.microsoftelearning.com/activate/>.  
  
2. Input your multiuse access code **(Check your mail for the same. The code is case-sensitive.  
Be sure to include the dashes and do not enter any spaces.)**

**Code -** SRO25FE7F8  
  
3. You are prompted to sign in using a valid Windows Liveâ„¢ ID. (This is the user name and password you use to access the site each time you log on.) If you already have a profile on microsoft.com, use that Windows Live ID.   
  
4. You will receive an e-mail confirming your registration.   
  
5. From the confirmation e-mail, click the link to complete the e-mail confirmation and activate your courses.   
  
6. You are prompted to sign in using a valid Windows Live ID, once again.   
  
7. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted).   
  
8. Click the My Learning link to see list of available courses.   
  
9. Click a course title to launch the offering. You have 12 months from the time of launch to finish that course.   
  
  
  
**Access your course at any time by following these steps**  
  
1. Go to: <https://business.microsoftelearning.com/>.   
  
2. Click the "Sign In" button in the upper right corner of the page.   
  
3. Sign in to Windows Live using your Windows Live ID and password.   
  
4. Click the My Learning Catalog link on the left side of the page under Customer Login.   
  
5. Begin your E-Learning course.