Follow these simple steps to launch the Microsoft IT Academy program in your classroom. The links below will connect you to a webpage with more information about that step. As you complete each step, check them off. Once you’ve completed all eight, you’ll be ready to deliver world-class technology training and curriculum to your students. Additional training resources are available at www.microsoft.com/en-us/itacademy/members/start-default.aspx

1. Create a Microsoft Account
   Go to http://signup.live.com and complete the fields to create your Live ID/Microsoft account.
   More info ➔

2. Join the ITA Member Website
   Using your new account, sign in to www.microsoft.com/itacademy/members, then enter your ITA Member ID.
   More info ➔

3. Explore Curriculum Resources
   Navigate from the My Academy > Curriculum page, click Learn More under each resource to review options.
   More info ➔

4. Subscribe to the E-Reference Library
   Navigate from My Academy > Curriculum page, click Subscribe Now to complete the form.
   More info ➔

5. Create E-Learning Plan
   From the My Academy > Curriculum page, click Assign E-Learning.
   More info ➔

6. Review System Requirements
   It is recommended that you double check any system requirements before launching in the classroom.
   More info ➔

7. Promote your program
   Generate excitement about the opportunities.
   More info ➔

8. Contact Us
   Send your success stories to ITASuccessStories@microsoft.com
   Call us with questions.
   More info ➔