

# Microsoft E-Learning Getting Started Guide (First-time users)

**Before accessing Microsoft's E-Learning training courses, verify that you have the following:**

1. You must have a valid UTSA e-mail address:
  - **john.doe@utsa.edu** (Faculty and staff)
  - **abc123@my.utsa.edu** (students)
2. Once you have activated your training session (with your UTSA address), you must use your Windows Live ID to access the training. If you already have an MSN Hotmail, MSN Messenger, or Passport account, use this as your Windows Live ID.

*If you do not have a Windows Live ID, go to <http://business.microsoftelearning.com>. Click <Sign In> and follow the instructions. You only need to do this step once.*

## Initial Login

1. Go to <https://business.microsoftelearning.com/activate/>
2. Place a check mark to acknowledge that you have read and accept the Data Sharing Notice.
3. For **Access Code**, input one of these two multi-use access codes:
  - Microsoft E-Learning courses: **IWO1129C6E** (The code is case-sensitive.)
  - Systems training: **CLO9B2E3E0** (The code is case-sensitive.)
4. For **Work E-mail Address**, input your UTSA e-mail address (**john.doe@utsa.edu** for faculty/staff, **abc123@my.utsa.edu** for students).
5. You will be prompted to sign in using a valid Windows Live ID (this will be the username and password you will use to access the site each time you log in).
6. Fill out the online form and click <Continue>.
7. Verify your e-mail address and click <Continue>.
8. You will receive an e-mail in your UTSA inbox confirming your registration.
9. From within the confirmation e-mail, click the link to complete the e-mail confirmation and to activate your courses.
10. You will be prompted to sign in using a valid Windows Live ID, again. Use your Windows Live ID and password.
11. A confirmation page will appear indicating that the access code has been accepted.
12. Click the link provided (or **Learning Catalog**) to see the list of available courses.
13. Click on a course title to launch the training module. You will have 12 months from time of launch to finish this course.

## Microsoft E-learning Guide (Repeat User)

### To access your course at any time:

1. Go to <https://business.microsoftlearning.com/>
2. Click **<Sign In>**.
3. Sign in to Windows Live using your Windows Live ID and password.
4. Click **<My Learning>** to view saved classes or click **<Learning Catalog>** to search for more courses.
5. Begin your E-Learning course.