

Microsoft IT Academy @



Discover life's possibilities

IT Academy offers free, online, self-paced courses for learning Microsoft software.

BEFORE YOU BEGIN

You must use a Microsoft or Office 365 email address as your user ID.

These accounts will work:

@hotmail.com @outlook.com
@msn.com @live.com
@passport.com

You can create a free Microsoft account at :

<http://signup.live.com>.

Use **INTERNET EXPLORER** browser to ...

Hours:
Sunday 1-5
Monday 10-6
Tuesday 10-8
Wednesday 10-6
Thursday 10-8
Friday 10-6
Saturday 10-5

Contact:
1010 Guard St.
Friday Harbor WA 98250
ph:360.378.2798
fax:360.378.2706
sjlib@sjlib.org

First time Users: Log in to the IT Academy website.

1. Click on the IT Academy link on the blue tile at the right of the home page on a library computer or visit:

[https://itacademy.microsoft.com/AccessCodeRedemption?](https://itacademy.microsoft.com/AccessCodeRedemption?whr=uri:MicrosoftAccount&key=G8GDKSYWWUG363)

[whr=uri:MicrosoftAccount&key=G8GDKSYWWUG363](https://itacademy.microsoft.com/AccessCodeRedemption?whr=uri:MicrosoftAccount&key=G8GDKSYWWUG363)

2. Select how you want to sign in: **Microsoft account**
3. Enter your MS email address and password.
The first time you sign in, the system requires you to sign the **Terms of Use**, and will collect some **Profile** information about you.

Returning Users: Log in to the IT Academy website.

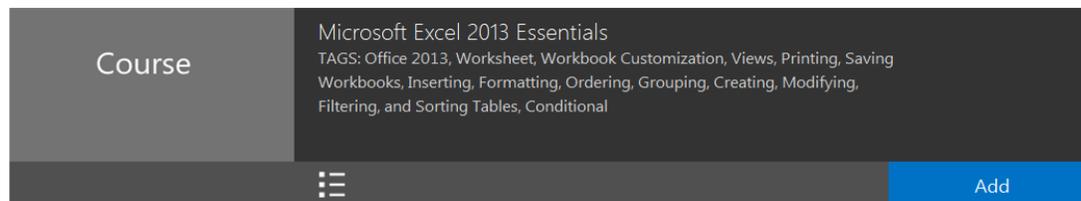
1. Visit <http://itacademy.microsoft.com/>
2. Select how you want to sign in: **Microsoft account**
3. 3. Enter your MS email address and password.

Over ↩

Now You Are In: The San Juan Island Library has set you up with three popular Microsoft Office courses in the green My Learning tile. You, however, have complete access to **all** Microsoft Online learning offered via IT Academy. Take only the courses—and as many courses as—you like.

To select additional courses:

1. Click **Browse** and select and add categories of classes, or use the search box.



2. When you find a course you're interested in, click its blue **Add** button.
3. The course will now show up within your **My courses** tile. To launch your course, there are several options to click in the tiles—give it a try.

If you have questions about Microsoft IT Academy courses, take a look at the online Help, or contact a Reference Librarian.

IT Academy is available to all residents of Washington courtesy of funding from the Washington State Legislature, an in-kind donation from Microsoft, support from the State Library, and participation by libraries throughout the state.