Free Online Microsoft Training for University of Tennessee Students
Instructions

The University of Tennessee Training Division in Knoxville provides access to online training modules to enable UT faculty, staff, and students to develop basic competencies in use of Microsoft and Windows software. The Microsoft IT Academy training modules can be taken at self-paced convenience. After each section of each module, a quiz will evaluate competencies and after all modules are completed, an evaluation of the competencies from the training can be generated and printed. Some programs may ask that students provide print outs of this evaluation.

Step 1: Creating a Microsoft Live Account
> You must first create a 'Windows Live' ID
> Register for your ID at https://idsignup.live.com/

Step 2: Obtaining an Access code
> Access Microsoft IT Academy through University of Tennessee contract
> 1. Click this link: to http://oit.utk.edu/itacad/start.php
> 2. Click the 'Essential Level Access Codes' link.
> 3. A list of courses will display. To select a course, click the box beside it and then, at the bottom of the page, click the link to request an access code to the course.
> 4. A screen from Microsoft IT Academy will appear that provides the access code and instructions for accessing the course with the code. [**Recommendation**: Print this page and keep it.] At the bottom you will find a link to http://itacademy.microsoftelearning.com/, which is where you will need to go to enter your access code.
> 5. After you enter the access code for the course you want to take, you will be asked to check a box (that confirms you agree with the system terms) and provide your UT email address to Microsoft IT Academy (to which the system will generate your skill evaluations, etc.).
> 6. After checking the 'Agree' box and providing the information required, you must return to your email and respond to the verification email the system generates.
> 7. After you confirm your email address you will be able to link to the Microsoft IT Academy Online Learning Program system and will see the courses available to you. You can then click the 'My Learning' link in the left navigation bar to see the list of courses you take and what progress you make to complete each one.
> 8. You may log out at any time, and later return and sign in to continue your progress.

Step 3: Assessing IT Academy courses
> 1. To log back in after you've registered, click http://itacademy.microsoftelearning.com/ and click the 'Member Sign In' link at the top right of the Microsoft IT Academy Program window.
> 2. **<u>Please print out and retain a copy of your competency evaluation generated at the conclusion of each course to provide to your university program (if your program requires competency evaluation).</u>**

The following courses are available to select:

<u>Microsoft Office</u>
- Word
- Excel
- PowerPoint
- Outlook
- Access

- SharePoint
- Project
- Visio
- OneNote
- Publisher 2010
- InfoPath

<u>Windows</u>
- Windows 7
- Windows Vista
- Windows

For support, contact the UTK Help Desk at 1-865-974-9900