

## Microsoft E-Learning Signup Information

To gain **initial access** to the Microsoft® E-Learning courses, please follow the steps below:

1. Go to: <https://business.microsoftlearning.com/activate/>
2. Input the multiuse access code: (Please contact Lorraine Roberge, TIE Administrative Support 438-4833 or [lroberge@gov.ca](mailto:lroberge@gov.ca) if your STC does not have this code)
3. You are prompted to sign in using a valid Windows Live™ 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.

**To access your course** at any time, please follow these steps:

1. Go to: <https://business.microsoftlearning.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.