

Microsoft Elevate America Online Course Instructions

Note: you must have an email account before you can access Elevate America online courses. If you do not have an email address, follow the instructions at the bottom of this document. It is quick and easy.

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Follow these steps to enter Elevate America online course vouchers for the first time:

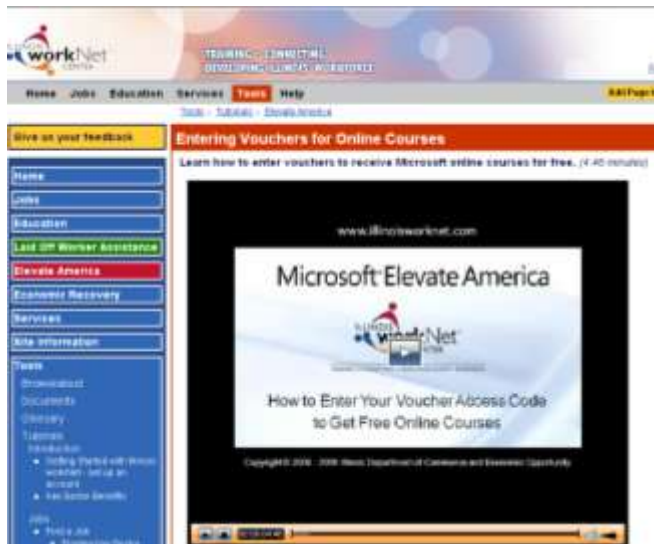


Step 1: Print this instruction checklist and complete each step.

Go to: <http://www.illinoisworknet.com>, click on “**Individuals**” and log into your Illinois workNet account. Click on “**Click here for instructions on how to use the voucher(s)**” at the top of the page. Follow the instructions carefully.

Step 2: Click on “**Watch a video to learn how to enter vouchers and access Microsoft courses**” to learn how to enter vouchers and access Microsoft courses.

http://www.illinoisworknet.com/vos_portal/residents/en/Tools/Tutorials/ElevateAmerica/v7_EA_entervouchers.htm



Step 3: Click on **“View Voucher Instructions,”** which appears next to each assigned voucher.

Click on **“Watch the Elevate America Computer Requirements video”** to learn how to check a computer to see if it meets Microsoft online course system requirements.

(http://www.illinoisworknet.com/vos_portal/residents/en/Tools/Tutorials/ElevateAmerica/v2_EA_computerReqAndAssistance.htm); select **“click here to verify that your computer meets minimum technical requirements”** (<https://www.microsoftlearning.com/help/systemRequirements.aspx>), click the **“Scan My System”** button on the top right corner of the System Requirements page. (Note: Internet Explorer Browser 6 or higher is required to access courses.) If your computer does not meet the technical requirements, find a location near you that offers public access to computers on Illinois workNet. Make sure that you have speakers or headphones available to you as you take your courses.

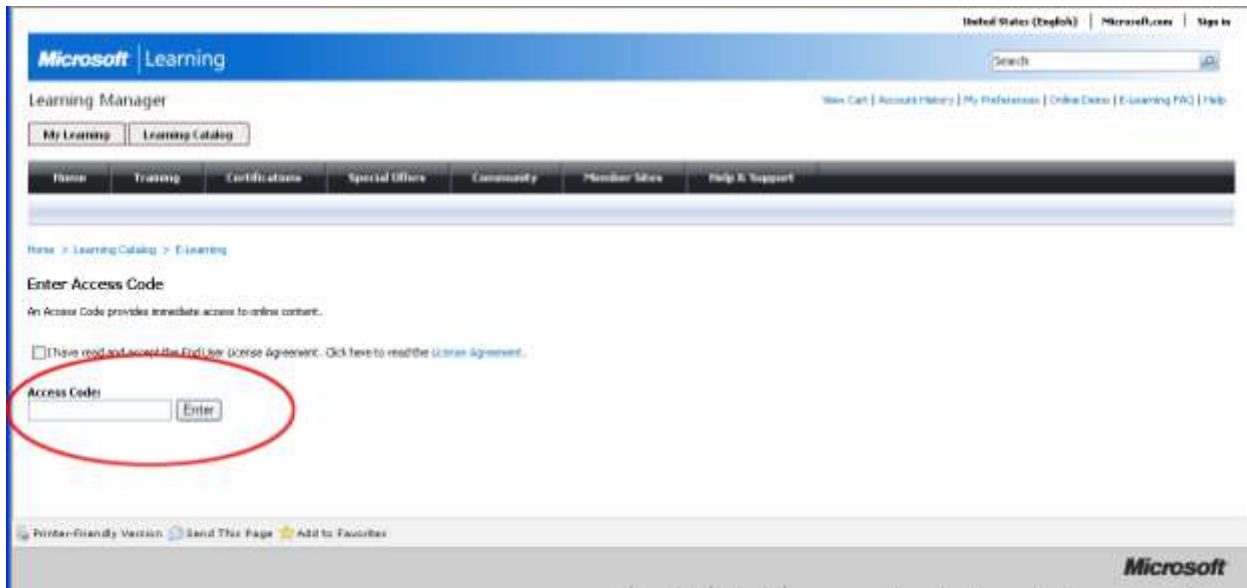


Step 4: **Create your Elevate America Online Course Member Name and Password** to access Microsoft Elevate America Online Courses (this is different from your Illinois workNet Username). (http://www.illinoisworknet.com/vos_portal/residents/en/ElevateAmerica/CreateWindowsLiveId.htm) Complete the information and click the **“Create Account”** button. **This will NOT create a valid email address or Illinois workNet account.** By completing this form you are creating your Microsoft Elevate America Online Course Member Name and Password.

Be sure to write down your member name and password here. Keep this information handy and do not share it with others. You will use this information every time you return to your course(s).

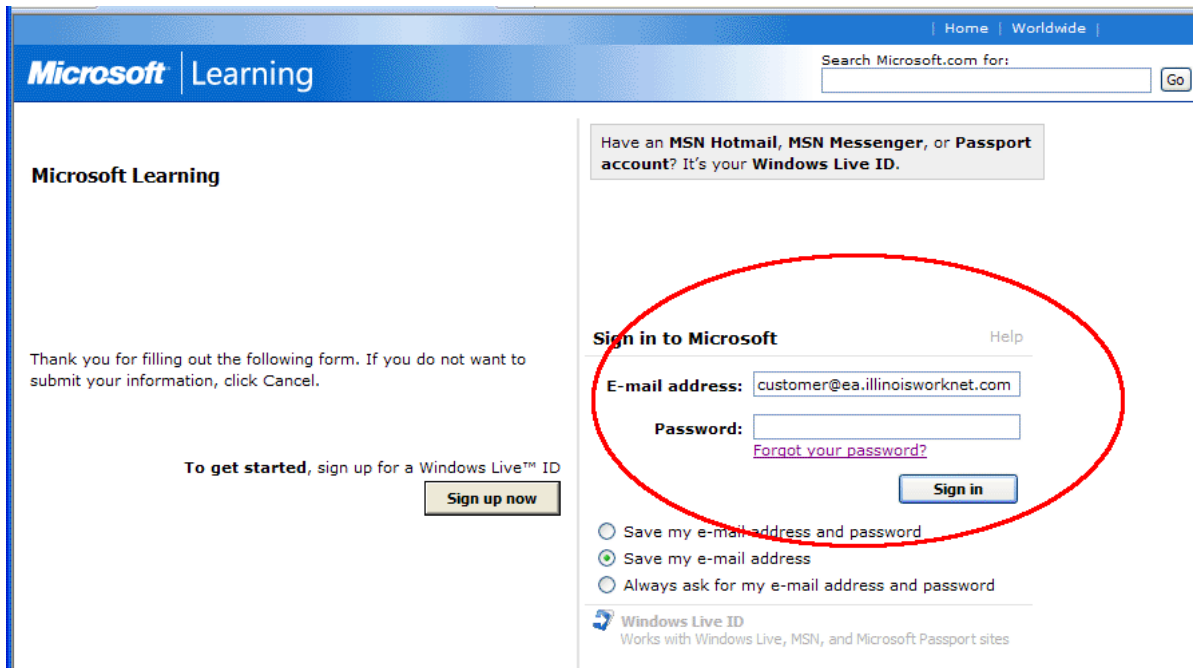
Member Name : _____ @ea.illinoisworknet.com

Password: _____



Step 5: Follow the “**enter your voucher number (access code)**” link to agree to the terms of use, then copy and paste (or type) your voucher number into the access code box (use capital letters). Click the “**Enter**” button.

Step 6: On the right side of the page where it says “**Sign in to Microsoft,**” type in your member name and password, and then click the “**Sign in**” button.

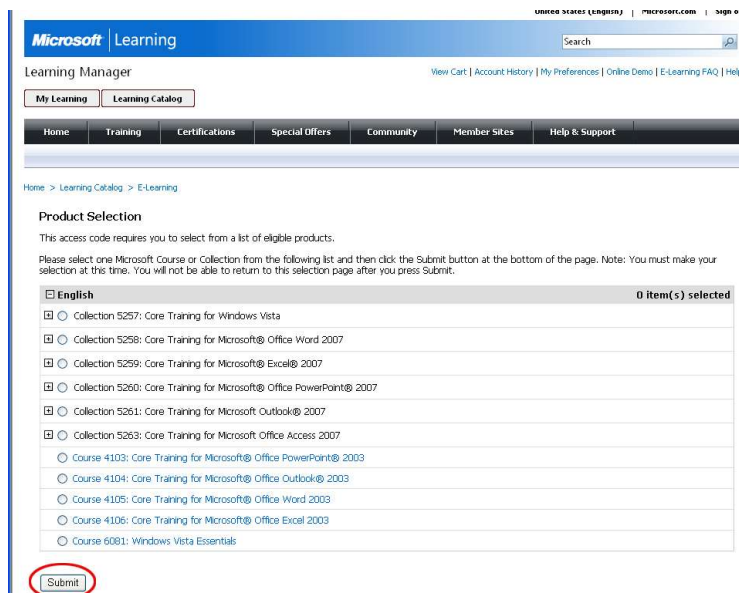


Step 7: Now you are at the Microsoft Learning registration page. Complete the registration form and click "I accept" at the bottom of the page. **On the next registration page enter additional information and verify your email address by following these steps:**

1. Open a new window, and go to your email account inbox.
2. Click on the Microsoft email message (subject: Verification e-mail).
3. Click on the link in the body of the message to verify your email address.
4. You will be asked to "Sign In," so enter your member name and password and sign in.
5. See that you have successfully verified your email and click "Continue."
6. Minimize the new Microsoft E-Learning page that opens and go back to the original screen and click continue.



Step 8: You are automatically directed to the Learning Manager. You will be required to select one Microsoft Course or Collection of Courses from a list and then click the submit button at the bottom of the page.



Note: You must make your selection at this time, you will not be able to return to this selection page after you click “**submit.**” After clicking “**submit,**” you will see the course or collection of courses that you have used your voucher to select.

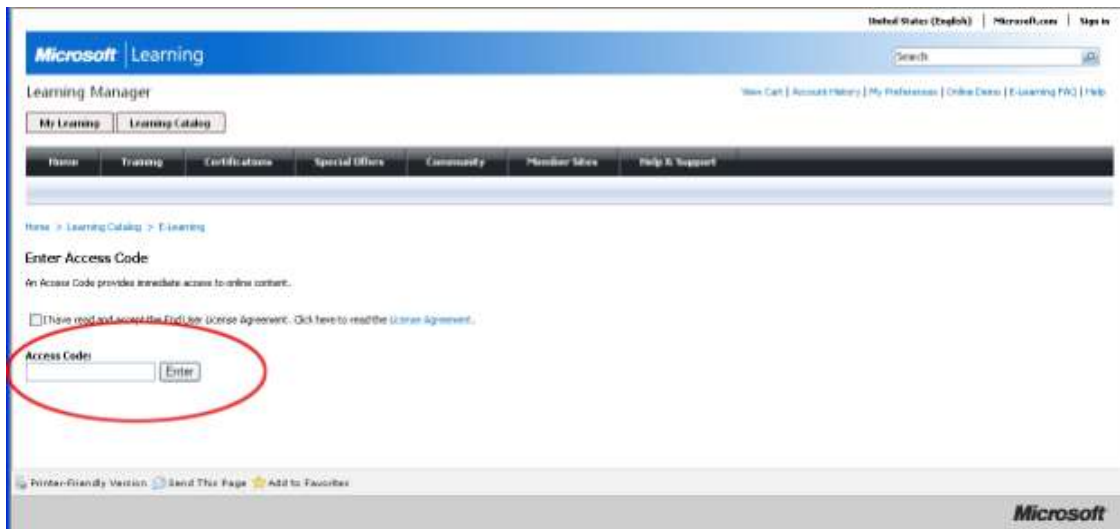
Begin your courses by clicking on the course name. You don’t have to complete them all in one sitting; finish what you can and then click “**Sign Out**” on the top right corner of the page.

All Elevate America vouchers must be used by October 31, 2009.

Follow these steps to use Microsoft Elevate America vouchers to add additional courses:

Once a member name and password have been set up and a voucher number has been used to load a course, the following steps are required to add additional courses to an account. The following steps need to be repeated each time a voucher is used to add a course collection to an account.

Step 1: Go to <https://www.microsoftlearning.com/elearning/entercode.aspx> and then copy and paste (or type) your voucher number into the Microsoft Access Code box. Click the “**Enter**” button.



Step 2: If you are not already signed in, enter your Member Name (_____@ea.illinoisworknet.com), password, and click “**Sign in.**”

Microsoft Learning

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Microsoft Learning

Thank you for filling out the following form. If you do not want to submit your information, click Cancel.

To get started, sign up for a Windows Live™ ID

Have an **MSN Hotmail**, **MSN Messenger**, or **Passport account**? It's your **Windows Live ID**.

Sign in to Microsoft [Help](#)

E-mail address:


Password:

[Forgot your password?](#)

Save my e-mail address and password

Save my e-mail address

Always ask for my e-mail address and password

 Windows Live ID
Works with Windows Live, MSN, and Microsoft Passport sites

Step 3: You are automatically directed to the Learning Manager. You will be required to select one Microsoft Course or Collection of Courses from a list and then click the "**submit**" button at the bottom of the page. Note that you must make your selection at this time, you will not be able to return to this selection page after you click "**submit**." Make sure you select a course collection that you have not already added to your account. After clicking "**submit**," you will see the course or collection of courses that you have used your voucher to select.

[Home](#) > [Learning Catalog](#) > [E-Learning](#)

Product Selection

This access code requires you to select from a list of eligible products.

Please select one Microsoft Course or Collection from the following list and then click the Submit button at the bottom of the page. Note: You must make your selection at this time. You will not be able to return to this selection page after you press Submit.

<input type="checkbox"/> English	0 item(s) selected
<input type="checkbox"/> Collection 5257: Core Training for Windows Vista	
<input type="checkbox"/> Collection 5258: Core Training for Microsoft® Office Word 2007	
<input type="checkbox"/> Collection 5259: Core Training for Microsoft® Excel® 2007	
<input type="checkbox"/> Collection 5260: Core Training for Microsoft® Office PowerPoint® 2007	
<input type="checkbox"/> Collection 5261: Core Training for Microsoft Outlook® 2007	
<input type="checkbox"/> Collection 5263: Core Training for Microsoft Office Access 2007	
<input type="checkbox"/> Course 4103: Core Training for Microsoft® Office PowerPoint® 2003	
<input type="checkbox"/> Course 4104: Core Training for Microsoft® Office Outlook® 2003	
<input type="checkbox"/> Course 4105: Core Training for Microsoft® Office Word 2003	
<input type="checkbox"/> Course 4106: Core Training for Microsoft® Office Excel 2003	
<input type="checkbox"/> Course 6081: Windows Vista Essentials	

Begin your courses by clicking on the course name. You don't have to complete them all in one sitting; finish what you can and then click **"Sign Out"** on the top right corner of the page.

All Elevate America vouchers must be used by October 31, 2009.

Follow these steps to return to Elevate America courses you have already started:

Step 1: Log in to <https://www.microsoftelearning.com/>

Step 2: Click on the **Returning Users "Sign In"** link on the right side of the light blue section (or click on the "Sign In" link located at the top right corner of page)

(_____@ea.elevateamerica.com) and password. The system may remember your login or prompt you to select an automatic login.

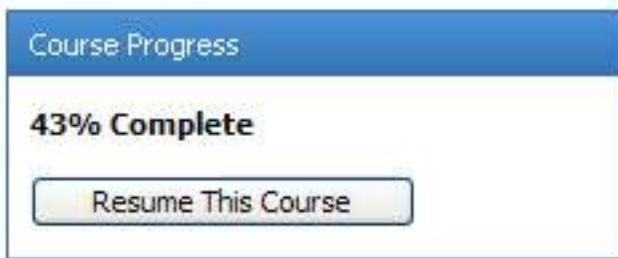


Step 3: In the light blue section, see "Welcome Back" and the list of your selected courses, with percentage of completion.

Step 4: Click on the name of the course that you want to continue working on.



Step 5: On the course page, click the "Resume This Course" button to continue working on your course.



All Elevate America vouchers must be used by October 31, 2009.

IMPORTANT NOTE: Access to the courses you selected by entering your Elevate America Voucher Access Codes is **FREE**. There is **NO COST** to access and complete the courses you selected by entering your voucher access code. IF YOU SEE ANY PRODUCT OFFERS, YOU CAN IGNORE THEM.

Use the following 1-800 number and email address if you have any questions about Microsoft Elevate America. (800) 636-7544

E-mail: e-learn@microsoft.com Click here for additional Microsoft Elevate America customer service information.

Instructions for setting up an Email account:

If you do not have an email account, setting up a free e-mail account is quick and easy. Listed below are some of the most commonly used free email services. Also, you can use your proper email address as your user name when setting up a My Illinois workNet account.

- Hotmail (Windows Live ID): Got to <http://www.hotmail.com> and click on "Sign Up" and complete the required information.

- Yahoo Mail: Go to <http://www.yahoo.com> and click on "Sign Up" next to the words Free Mail. Complete the required information.

- Google Gmail: Go to <http://www.google.com> and click on "Sign in." Click on *Create an Account*, and complete the required information.

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