

Microsoft Elevate America Online Course Instructions

Revised 4/10

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.

Instructions:

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

Step 1: Log in to <https://www.microsoftlearning.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.

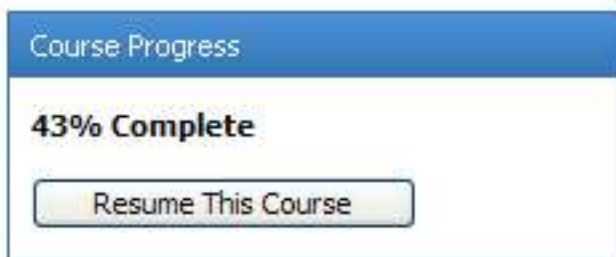


Step 3: In the light blue section, see "Welcome Back" and the list of your selected courses, with percentage of completion.

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.



If you received an email notification that your Elevate America Microsoft online courses have been reassigned to your account, follow these steps to access the online course(s):

Step 1: Check your computer to be sure that it meets Microsoft's computer requirements. Your computer **MUST** meet the requirements to enter vouchers and take the online courses.

Scan your system, go to <https://www.microsoftlearning.com/help/systemRequirements.aspx>, and 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. Go to

http://www.illinoisworknet.com/vos_portal/residents/en/Home/Career_Specialist_Directory/

Make sure that you have speakers or headphones available to you as you take your courses.

Note: in order to pre-activate your vouchers a Microsoft Live Id userid and password had to be created. Using any other Live Id that you may have will not allow you to access your courses. You must use the ID and password referenced in the email notification.



Step 2: Log in to <https://www.microsoftlearning.com/>

Step 3: 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) and enter the member name and password you have been provided with in the email notification.

Step 4: In the light blue section, see "Welcome Back" and the list of the selected courses.

Step 5: Click on the name of the course that you want to work on.

Step 6: On the course page, click the "Resume This Course" button.

If you have been assigned a pre-activated course set, follow these steps to access your courses:

Step 1: Check your computer to be sure that it meets Microsoft's computer requirements. Your computer **MUST** meet the requirements to enter vouchers and take the online courses.

Scan your system, go to <https://www.microsoftlearning.com/help/systemRequirements.aspx>, and 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.

http://www.illinoisworknet.com/vos_portal/residents/en/Home/Career_Specialist_Directory/

Make sure that you have speakers or headphones available to you as you take your courses.

Step 2: Modify the personal information on your Microsoft Learning account. Modifying the personal information on your account will protect your Microsoft E-learning account from being accessed by others and will insure that you receive email notifications from Microsoft E-learning. Go to <https://profile.microsoft.com/RegSysProfileCenter/default.aspx?lcid=1033> to access the Microsoft Profile center. Click on the “Update my personal information” button on the right side of the screen. **Sign in using the Elevate America ID/Password provided in the email notification.**

Step 3: On the My Personal Information page:

- Update the My Name information. Click on the (edit) link, provide your first and last name and click on the (save) link.
- Add your email address to this account by updating the My E-Mail Address. Click on the (edit) link, provide your preferred e-mail address and click on the (save) link. This field may contain a temporary email address. If it does, remove the temporary email address and add your own. A verification email will be sent to your email address. Note if you do not provide your e-mail address, you will not receive confirmation messages from Microsoft.
- Change the password for your account. On the left side of the My Personal Information page click on change password. This will pop up a new window to the “Windows Live” site. You will first have to enter a birth year and click on the I Accept button.. Next you can update your password. Be sure to write down your new password for future reference.

- Sign out of the profile center in the upper right-hand corner of the screen and then close this window.

Step 4: Login and access your courses. Go to <https://www.microsoftlearning.com>

If the upper right corner of the Microsoft E-learning screen displays “Sign in”. Sign in using the E-mail address and password provided in the email notification.

Step 5: Click on the “My Learning” button in the upper left portion of the screen to display your pre-activated Microsoft courses. Each Microsoft Course Collection (Word, PowerPoint...) has multiple courses. For instance, if you have the Microsoft Word 2007 course set, ten Microsoft Word courses will be displayed.

You are now set up to work on your Elevate America Microsoft E-learning course(s). Once you exit Microsoft E-learning you can use the same link listed above to continue your course work.

If you need customer support, please contact the Microsoft Regional Support Center by phone at (800) 636-7544

E-mail: e-learn@microsoft.com 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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