



Welcome to the **Microsoft IT Academy** through the Salmon Public Library. The IT Academy courses are available **FREE** to the general public as a result of special funding provided by the Idaho legislature this year. The program is administered by the Idaho State Department of Education. In part, the legislature sought to improve the workplace skills and employability of the state's job seekers by offering academy courses through libraries. The Salmon Public Library was one of the libraries that elected to offer the program to its patrons.

The Microsoft IT Academy not only teaches Word, Excel, and PowerPoint, but also offers instruction in SharePoint, OneNote, Access, Outlook and Office 365.

You can use the Library's computer lab to access the online courses or you can use your own computer. As long as you have an internet connection you will be able to access the online learning from anywhere.

*The IT Academy works best when using Internet Explorer as your browser. You will also need to have **Microsoft Silverlight** installed on your computer to view/run the courses correctly. Both of these can be obtained free of charge at <http://www.microsoft.com/download>.

To access the IT Academy you will need to establish a Microsoft account and have an access/enrollment code. For code email director@lemhied.org

If you have an email address ending in Hotmail.com, Outlook.com, MSN.com, or Live.com you already have a Microsoft account and you can go directly to step 2. If you don't have a Microsoft email account, you may use your existing email address (regardless of provider) for the IT Academy, go to step 1.

STEP 1. Create a Microsoft ID/Account:

- Go to <https://signup.live.com> to create an account. You may enter your current email address OR create a new Microsoft email account if you want to keep a separate account.
- Complete the fields to create your Live ID/Microsoft Account.
- Go back to your email account and verify your email.

STEP 2. Enrollment Code Activation

- Email director@lemhied.org for access/enrollment code to activate your account.
- Go to the IT Academy learner site: <http://itacademy.microsoft.com/>.
- Click Sign In. (In most cases, you will want to select Microsoft account)
- Enter your email address and password when prompted. Then follow the prompts to redeem your access code.
- Check the box to accept the terms of the User Agreement & Click Continue.
- Fill out the profile information.
- Click save.
- After you have created a Microsoft account, you can sign into the IT Academy to view/take courses at any time by clicking this link: [Microsoft IT Academy](#)

If you have any questions, contact us at 208-756-2311 and we would be happy to assist you.