



Learner Steps for Imagine Academy E-Learning



Follow the steps below to get started with Imagine Academy E-Learning

Create an email account if you don't already have one. There are several free options:

gmail.com

yahoo.com

outlook.com

Create a Microsoft Account:

- Go to <https://signup.live.com> and click **Sign up**
- Complete the fields to create your Microsoft Account (use your existing email acct. as your Microsoft Account Name.)
- Scroll to bottom of page and click **I Accept**
- The next screen is a review of your Microsoft account. At the top of the screen is blue text requesting that you verify your email.
- Go back to your email account and verify your email (Note- if you do not receive a verification email, check your spam/junk mail folder to make sure windowslivemail.com is not blocked by your incoming mail server.)
- After verifying your email, you will not need the Microsoft Account Set up page again.

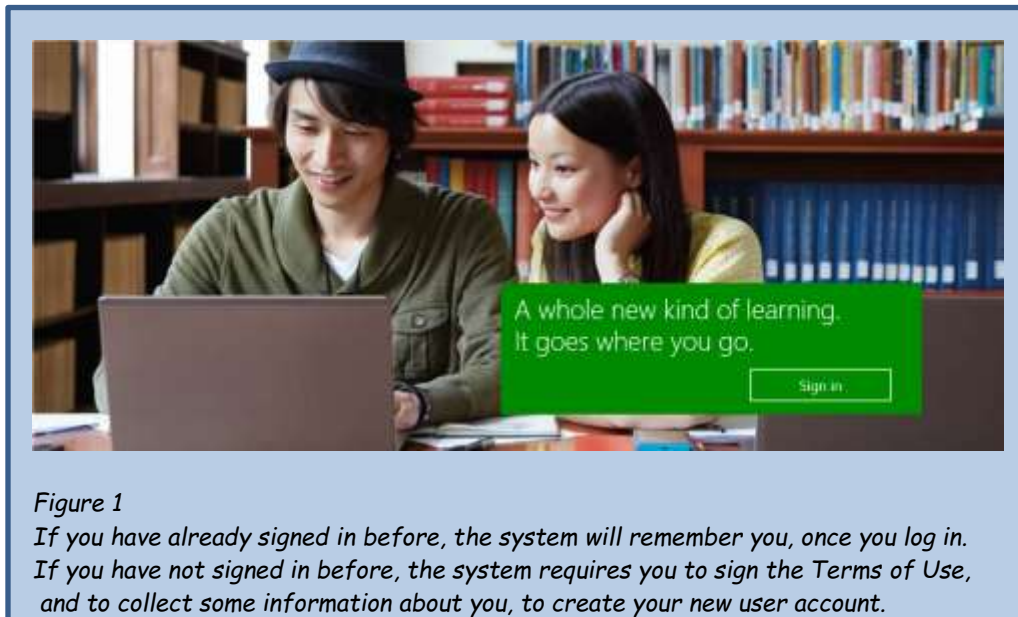


Figure 1

*If you have already signed in before, the system will remember you, once you log in.
If you have not signed in before, the system requires you to sign the Terms of Use,
and to collect some information about you, to create your new user account.*



After verifying your email, you are ready to access Online E-Learning Courses Using a Learning Plan Link with Access Code:

To obtain your Learning Plan Link (URL) and access code, you will need to use your email to send a message to one of the accounts shown below. You will then receive an automated response giving you the proper Learning Plan Link (URL) and access code. Clicking on the URL will take you directly to the IT Academy login, where you will use your Microsoft Account Name and password to gain access.

If your primary Branch is the:

Downtown Library, send an email to: imagineacademyacl@aclib.org

Heights Library, send an email to: imagineacademyhts@aclib.org

Copy and paste one of the emails shown above into your email program.
These email accounts will send an automated response; they are not monitored, nor answered.

Now that you have your Microsoft account and Learning Plan Link you are ready to explore the course offerings!

1. **Sign In** with your Microsoft Account and accept the terms & conditions.
2. **Fill in** User Profile. We suggest using your library card number as your unique ID.
3. From the Learner Home page click on **My courses** to view and start a course





My courses
14

My achievements
0

Resume
Excel
Microsoft Excel 2013 Essentials

Help
Accessing your courses
Finding courses to take
Finding course system requirements
Printing a transcript
Printing course completion certificates
[See all](#)

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- From the home page or from My courses, click on the course title to launch the course.

← My courses (14)

+ LEARNING PLAN
Office 2013

+ My added courses

Select the + button to expand, and see course content.



← My courses (14)



LEARNING PLAN
Office 2013





2 % complete
Course

Microsoft Access 2013 Essentials

Last accessed: 11/05/2013

00:02 / 02:00





1 % complete
Course

Microsoft Excel 2013 Essentials

Last accessed: 11/11/2013

00:15 / 03:00



1 % complete
Course

Microsoft Word 2013 Essentials

Last accessed: 09/24/2013

Subsequent Sign-in & Support

After the initial sign in has been completed, you can access directly by following these steps:

- Go to patron site <http://itacademy.microsoft.com>
- Click the **Sign In** (see Figure 1)
- Continue** to sign in with your email or Microsoft Account that you used the first time you accessed the site

Congratulations - you are ready to start Imagine Academy E-Learning!

If you have questions on how to use the tools or cannot find what you need to successfully use the Imagine Academy benefits, please contact us. For technical support or guidance with E-Learning select the contact us link at the bottom of the site.

Microsoft

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