Sign on to the Microsoft IT Academy

1. To sign in to the Microsoft IT Academy member site, you need a Microsoft account or an Office 365 account.
   - UIW students have an Office 365 account and do not need to create an account.
   - Faculty and staff will need to create a Microsoft account.
2. If you need a Microsoft account, you can sign up and create one quickly by visiting the following link: https://signup.live.com
3. Complete the account information for to create an account.

4. To begin, please visit the following link to IT Academy homepage: https://www.microsoft.com/education/MSITAcademy/default.mspx
5. Click on the **Member Sign In** link on the right side of the screen.

6. Please choose the option t**o sign in with your Microsoft account** or **your Office 365 for education account.** By clicking the appropriate link
7. Faculty and Staff will sign in using their Microsoft Account and Students sign in using their Office 365 account.

8. The first time that you visit the Microsoft IT Academy member site, you will be prompted to enter your **IT Academy membership ID number.**
9. UIW's IT Academy membership ID number is: **1203978997**
10. After you have signed in, click the **My Academy tab** to access UIW's membership details.
11. You are now ready to begin to use the IT Academy Program.