









Teacher Checklist

Microsoft IT Academy program



Follow these simple steps to launch the Microsoft IT Academy program in your classroom. The links below will connect you to a webpage with more information about that step. As you complete each step, check them off. Once you've completed all eight, you'll be ready to deliver world-class technology training and curriculum to your students. Additional training resources are available at www.microsoft.com/en-us/itacademy/members/start-default.aspx

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| <p>1. </p> <h2>Create a Microsoft Account</h2> <p>Go to http://signup.live.com and complete the fields to create your Live ID/Microsoft account.</p> <p>More info →</p> | <p>2. </p> <h2>Join the ITA Member Website</h2> <p>Using your new account, sign in to www.microsoft.com/itacademy/members, then enter your ITA Member ID.</p> <p>More info →</p> | <p>3. </p> <h2>Explore Curriculum Resources</h2> <p>Navigate from the My Academy > Curriculum page, click <i>Learn More</i> under each resource to review options.</p> <p>More info →</p> | <p>4. </p> <h2>Subscribe to the E-Reference Library</h2> <p>Navigate from My Academy > Curriculum page, click <i>Subscribe Now</i> to complete the form.</p> <p>More info →</p> |
| <p>5. </p> <h2>Create E-Learning Plan</h2> <p>From the My Academy > Curriculum page, click <i>Assign E-Learning</i>.</p> <p>More info →</p> | <p>6. </p> <h2>Review System Requirements</h2> <p>It is recommended that you double check any system requirements before launching in the classroom.</p> <p>More info →</p> | <p>7. </p> <h2>Promote your program</h2> <p>Generate excitement about the opportunities.</p> <p>More info →</p> | <p>8. </p> <h2>Contact Us</h2> <p>Send your success stories to ITASuccessStories@microsoft.com
Call us with questions.</p> <p>More info →</p> |