



How to use your Microsoft Elevate America voucher

To start your Internet-based training, follow the directions below.

1. At your computer, access the Internet.
2. In the address bar at the top, type in www.microsoft.com/elevateamerica and press Enter on your keyboard.
3. You will now be at Microsoft's Elevate America Web site. Click *Redeem a voucher* on the left, toward the top of the page.
4. **If you received a "Business Worker" voucher**, click the link that says *I know the basics and I want to expand my technology skills*. See the note in the box below, then proceed to #5.

If you received an "IT Professional" voucher, click the link that says *I am an IT professional or developer*. See the note in the box below, then proceed to #5.

If you received a voucher for a certification exam, click the link that says *Search for a Microsoft-certified testing location near you*. Fill in the information about your geographical information, click Search, and you will see a list of testing locations.

Note: Each voucher for "business workers" is good for a set of e-learning courses in one Microsoft product – Excel, PowerPoint, Word, Outlook, Access or Vista. Each voucher for "IT Professionals" is good for a set of e-learning courses for one Microsoft application, such as Exchange or Sharepoint.

If you think that you need more basic computer training before you start the e-learning for "business workers" or "IT professionals," click the link that says, *I want to get started learning technology*. This link will lead you to several free courses that will prepare you for the more advanced training offered with your voucher.

But remember, you must activate your e-learning vouchers for "business workers" and "IT professionals" by July 31, 2009. You have up to one year from the activation date to complete the course. However, vouchers for exams must be activated and used by Aug. 30, 2009. Activate your voucher by proceeding with the following steps.

5. You will see a list of the courses you can take. Under it, you'll see a heading in blue that says *Use your access code*. Note: Your voucher code is the same as the access code. Click the first option under that heading called *Register for Elevate America*.



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6. You're now on a page that asks you to register with Microsoft.

If you already have a Microsoft e-mail account (Hotmail, Messenger, Passport, etc.), enter your e-mail address in the top-right box. Enter your current password. Proceed to #7.

If you don't have one of these accounts, it's easy to create one by clicking the Sign up now box on the left.

Create a Microsoft Live ID account

To "sign up now," you'll need to enter your e-mail address and create a password that you will use whenever you log on to Microsoft. Follow the security procedures and click *I accept* in order to continue.

7. Now you're at the "Microsoft Elevate America Registration" page. Follow the instructions to register for your e-training. Enter some personal information and click *Continue*.
8. Follow the instructions on the next page to verify that you own the e-mail address that you have entered. (If you just created a Microsoft Live ID account, you need to go to your e-mail account, open an e-mail that Microsoft has just sent to you, and click the link in that e-mail.) Enter your password again and click *Continue*.
9. Now, select the learning plan in which you would like to enroll.
10. Follow instructions to enter some additional personal information. Click *Continue*.
11. You'll now be on the "Learning Manager" page. Click the link in blue at the top of the page that says *Redeem your free e-learning*.
12. Check the box to accept the user agreement. Enter the code from your voucher into the specified box and click *Enter*.
13. You will now see a list of course descriptions in your learning plan. Choose the one you want and click *Submit*.
14. The next page is a "Thank you" page that says you have successfully enrolled in your e-learning program. Click the *My Learning* link.
15. If you're ready to begin your training, click the course name or click on *My Learning*. Either link will take you to your list of courses. If you would like to begin at another time, proceed to #17.



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16. Click the name of the first course and click the *Begin this course* button on the right. Once pictures appear on your screen, click *Next* at bottom right. When you're ready to stop, follow any instructions to save your work and proceed to #17.

17. Click the X in the upper-right corner to exit the Web site.

Note: At some point in the registration process, your computer might ask if you want to allow pop-up windows to appear. Click *yes*. Make sure that your speakers are not muted and the volume is turned up. If you would like to see a transcript of the course narrative, click *Show transcript*, which appears in the upper-right corner of the screen once you have started your e-training.

18. Each time you return to your e-learning program, follow these instructions:

19. Start by accessing the Internet. Type www.microsoftelearning.com into the address bar and press Enter on your keyboard.

20. On the right, click *Returning users* and sign in.

21. Now you're on the sign-in page. Your e-mail address will appear automatically. Type in your password and click *Sign in*.

22. Click *My Learning* in the upper-left corner to bring you to your list of courses. Click on the course you want to start.

If you need assistance at any time in the registration process or during your e-learning, call 800-636-7544 from 6:30 a.m. to 5:30 p.m. You will be asked for an "MCP" number, but ignore that request; you don't need this number. For assistance, you also can send an e-mail to e-learn@microsoft.com.