

Microsoft E-Learning

As part of our Microsoft campus software agreement, Golden West College staff and faculty have access to Microsoft's E-Learning courses. These courses are meant to help you keep up-to-date with the latest major software releases.

To gain initial access to the Microsoft® E-Learning courses, please follow the steps below:

1. Go to: <https://business.microsoftelearning.com/activate/>.
2. Input your multiuse access code: **IWOEB3B59B** (*The code is case-sensitive. Be sure to include the dashes and do not enter any spaces.*)
3. You are prompted to sign in using a valid Windows Live™ ID. (This is the user name and password you use to access the site each time you log on.) If you already have a profile on microsoft.com, use that Windows Live ID. **** This must be a Windows Live ID registered with your Golden West College email address, not a personal email address.**
4. You will receive an e-mail confirming your registration.
5. From the confirmation e-mail, click the link to complete the e-mail confirmation and activate your courses.
6. You are prompted to sign in using a valid Windows Live ID, once again.
7. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted).
8. Click the *My Learning* link to see list of available courses.
9. Click a course title to launch the offering. You have 12 months from the time of launch to finish that course.

To access your course at any time, please follow these steps:

1. Go to: <https://business.microsoftelearning.com/>.
2. Click the "Sign In" button in the upper right corner of the page.
3. Sign in to Windows Live using your Windows Live ID and password.
4. Click the My Learning Catalog link on the left side of the page under Customer Login.
5. Begin your E-Learning course.

If you have any questions, please call Technology Support Services at x55060.