

STEP B: Activating Live ID Account with E-Learning

Once you have created the Microsoft Live ID using, then you have to activate it for Microsoft E-Learning. Follow the following steps to activate the Live ID with Microsoft E-Learning. Please make sure you are using **Internet Explorer**.

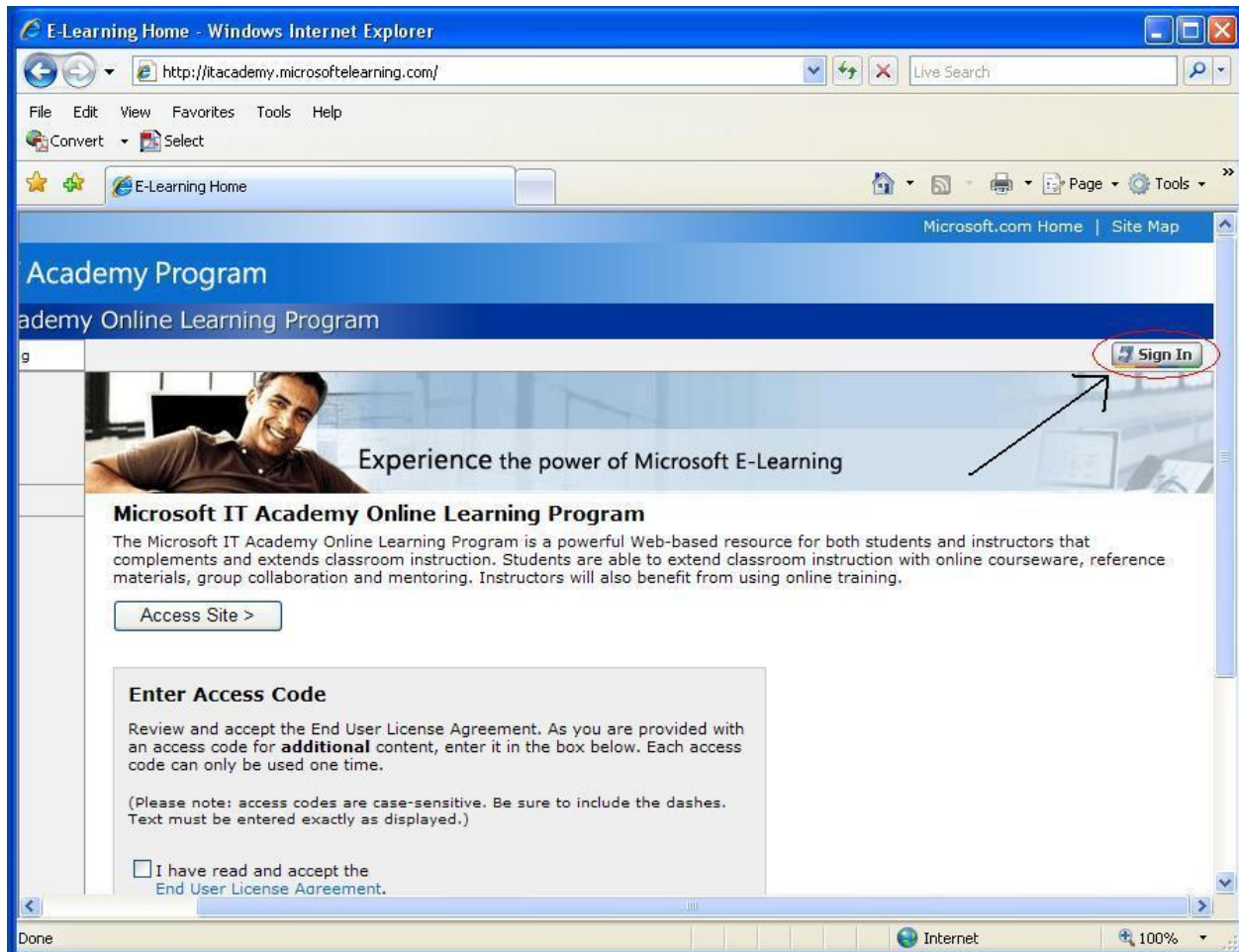
STEP 1:

Close all the browsers windows if they are already open. Then start a new session of Internet explorer.

STEP 2:

Go to <http://itacademy.microsoftelearning.com/>

Click the **“Sign in”** button and Sign-in using the Live ID that you just created. It will ask you to provide some additional information.



STEP 3:

Then it will send you another confirmation email at your NEIU email address. Click on the link in the confirmation email to activate the Microsoft E-Learning account. Once you are done with the confirmation then close the browser window.

STEP 4:

Once your E-Learning account is active, get the e-Learning Access Codes from NEIUPort.