Benefits of Microsoft IT Academy Now Available to Stony Brook Faculty, Students and Staff

Stony Brook University has subscribed to the Microsoft IT Academy, a membership program that provides faculty, students and staff with IT skills and certification training. The goal of this program is to increase student employability, enhance professional development opportunities, and provide access to hundreds of resources that will help save time and money. Through this program, members of the SB community will be able to stay up-to-date on the latest Microsoft technologies through e-learning courses and receive discounts when accessing Microsoft Press e-reference libraries.

- Educators may integrate materials from the Microsoft IT Academy in new or existing curricula.
- Students and staff may access technology education courses to gain direct hands-on experience with relevant Microsoft technologies to help prepare them for Microsoft certification exams.
- Staff may brush up on latest releases of Microsoft software to help them be more efficient on the job.

Administration of the Program
The Division of Information Technology has organized more than 700 courses spanning beginner, intermediate and advanced levels into two categories:

1.) **Server and Development:** Courses found under this category include those dealing with Windows Server, SQL Server, Visual Studio, ASP.NET, and more.

2.) **Windows Operating System and Microsoft Office:** Courses found under this category include those dealing with Windows 7, Vista, XP, SharePoint, SharePoint Designer, Outlook, Word, PowerPoint, Excel, Lync, Project, Access, InfoPath, OneNote, Publisher, Visio, and more.
Software and Hardware Requirements
E-Learning courses are designed to run optimally in Internet Explorer 8.0. If students are using Internet Explorer 9.0, they may run their browser in Compatibility View. To do this, open the Web browser and enter Alt+T+B on the keyboard and click the "Display all websites in Compatibility View" box at the bottom and click Close. It is also recommended that Microsoft Silverlight be installed before attempting to access e-learning courses through the Microsoft IT Academy.

To view the entire list of hardware and software requirements for the student portion of the IT Academy Online Learning Program, please visit http://itacademy.microsofttelearning.com/

On the left side of the page, click the "E-Learning FAQ" link in the grey panel on the left side of the page. Under the "Getting Started" heading, click the "Test Your Computer" and "Browser Information" links for information and system requirements.

Gaining Access to Courses
A Windows Live ID is needed to access the Microsoft IT Academy. If you do not already have a Windows Live ID, create one at https://signup.live.com/?lic=1

Each category of courses has its own access code that is posted in Softweb.

- Log into Softweb (https://softweb.cc.stonybrook.edu) using your NetID and NetID password.
- On the left navigation menu under “Special Offers,” click the link for Microsoft IT Academy.
- Access codes for both the Server and Development and Windows Operating System/Microsoft Office courses will be listed on this page.
- Once you have the access codes, go to http://itacademy.microsofttelearning.com/ and sign in in the top right corner of the page using your Windows Live ID.
In the “Enter Access Code” box, you will be asked to review and accept the End User License Agreement. Check the box that says “I have read and accept the End User License Agreement” and then enter the access code you retrieved from Softweb and hit Enter.
- The courses associated with that code will be revealed.
• You will only have to enter the access code one time for each category of courses. On subsequent visits to the IT Academy website, the courses you have access to will appear under the “My Learning” link in the left navigation menu under “Online Learning.”

• Click a course link to learn more about each course such as the estimated time of completion, intended audience, course type (self-paced or otherwise), whether the course is available offline and what languages it is offered in. You will be able to read an overview of the course, see what modules and lessons are offered and learn of any particular system requirements.

Gaining Access to the E-Reference Library for Microsoft Press
Faculty, students and staff may subscribe to the Microsoft Press E-Reference Library at the reduced rate of $99.99 using a credit card. The complete Microsoft Press E-Reference Library features more than 600 titles and is provided by Safari Books Online, a third-party vendor. The Microsoft IT Academy discount represents a 60 percent savings off the $249.99 full retail price of an E-Reference Library annual subscription.

• Go to http://www.microsoftitacademy.com
• Sign in with your Windows Live ID
• Click on **Resources > Curriculum** at the top of the page
• Click **E-Reference** at the bottom of the left navigation menu. You will be taken to more information about this benefit.
• To proceed with making a purchase, scroll down to the bottom of the page and click the link for either “Single-seat purchases,” or “Multi-seat purchases.”
• You can purchase either a monthly or yearly subscription to the E-Reference library using a credit card. Select which one you want and click **Continue**.
• You will be asked to confirm your subscription level and enter your billing information. When you are finished, click **Continue**.

**Help**
Contact Client Support for questions about how to gain initial access and retrieve IT Academy access codes from Softweb at (631) 632-9800.

For questions related directly to the IT Academy, please visit [Microsoft’s E-Learning FAQ page](#) or call 800-508-8454. Email may be sent to acadsupp@microsoft.com.

Microsoft’s E-Learning Technical Support Team can answer questions pertaining to the launch and administration of e-learning courses at 877-383-2829, option 3, then option 2, between the hours of 8 a.m. and 8 p.m. EST.