Microsoft Online Training Guide

The UCHC IT Department has updated the Microsoft Office online training for UCHC employees. This is an excellent opportunity to brush up or learn new Office 2003 or 2007 skills. There are several classes offered through this program, with more added periodically, and all are self paced.

It is recommended that you review your training plans with your supervisor in advance of taking classes during working hours.

The duration of these courses range greatly depending on topic with most "Core" and "Advanced" courses averaging about 5 hours. The "Getting Started" and "What's New" classes typically take about 1 hour to review. There are a number of specialized topics (a partial listing at the bottom of this message) for each Office product and each of these courses are also about 1 hour in length.

Please note that not all browsers are compatible with this Microsoft website: the training has been verified to work best with Internet Explorer

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 multi-use access code: **IWO3E8F84E** *(The code is case sensitive.)* ***You must use an email address ending in uchc.edu***

3. You will be prompted to sign-in using a valid Windows Live ID (this will be the username and password you will use to access the site each time you log in). If you already have a profile on microsoft.com, use that Windows Live ID. If you do not, use the prompts to create a Live ID.

4. You will receive emails confirming your registration, asking you to verify your e-mail, as well as a welcome email.

5. From the confirmation email, click the link to complete the email confirmation and activate your courses.

6. You will be prompted to sign-in using a valid Windows Live ID, once again.

7. A confirmation page will appear 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 Catalog* link to see list of available courses.

9. Click on a course title to launch the offering. You will have 12 months from 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* link on the left side of the page under Customer Login. If this comes up blank, click on *My Learning Catalog*

5. Begin your E-Learning course