Online Training for Microsoft Software

Puget Sound faculty, students and staff are eligible to access self-paced software training at microsoft.com.

To get started:

1. Go to https://business.microsoftlearning.com/activate/ and do the following:
   - Read the Data Sharing Notice and check the Accept box.
   - Enter Puget Sound's multi-use access code (obtained by contacting the Technology Service Desk at servicedesk@pugetsound.edu).
   - Enter your Puget Sound e-mail address and click Send.

   **Important Note:** Since the license agreement is limited to 1,078 accounts and extends only to members of the Puget Sound campus community, access information must not be shared with unauthorized users.

2. Each time you log in, you will be prompted to use a valid Windows LiveT ID. If you already have a profile with microsoft.com, click the Sign In button and enter your Windows Live, MSN or Hotmail ID.

   If you do not already have a Windows Live ID, do the following:
   - Click the Sign In button and then click Sign Up Now.
   - Complete the necessary account information and click I Accept.
   - You will receive an e-mail confirming your registration. Click the link provided in it to complete the confirmation and activate your courses.
   - When prompted, sign in using your new Windows Live ID.

3. A confirmation page appears indicating that the access code has been accepted. If there is an error, ensure you have entered the code correctly using proper case.

4. Click the My Learning link to see a list of available courses. Select the preferred language and targeted audience boxes.

5. Click a course title to launch the offering. You have 12 months from the time of launch to complete that course.

To return to your course:

2. Click the Sign In button in the upper right corner of the page.
4. Click the My Learning Catalog link on the left side of the page under Customer Login.
5. Continue your course.

For additional assistance:

If you have questions about the access code, please e-mail servicedesk@pugetsound.edu. If you experience any problems with your training, please contact the Microsoft regional support center at 800.636.7544 or 888.456.7077.