

How to Access Free Digital Literacy On-line Courses

Following is a step-by-step guide for using your E-Learning. Please note there are separate instruction steps depending on which type of E-Learning you want to use.

For Users New to Elevate America

You need to make sure your computer meets the system requirements for on-line courses.

1. At your computer, access the Internet. NOTE: You must use Internet Explorer 6.0 or higher. The programs do not run as well in other browsers like Netscape, Firefox or Safari (Mac).
2. In the address bar at the top, enter www.microsoft.com/elevateamerica and press ENTER on your keyboard.
3. The Microsoft Elevate America Web site appears. Click **Getting Started** tab on the top bar.
4. Under the **Resources That Can Help You Today** section, click **Get started learning now**.
5. A Web page listing the available training appears.
6. **Scan your system.** Follow the instructions under Step 1. You will scan your system to ensure it meets the system requirements. You may need to download updated software to “ready” your system for on-line courses.

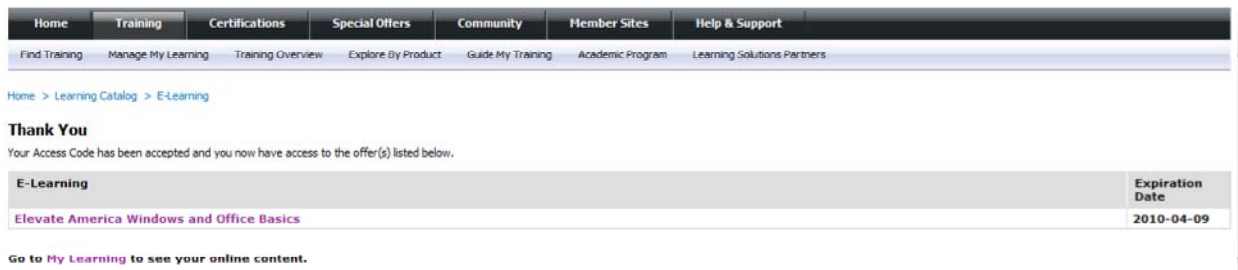
To Access Digital Literacy On-line Courses - NO VOUCHER REQUIRED

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- 3) The Microsoft Elevate America Web site appears. Click **Getting Started** tab on the top bar.
- 4) Under the **Resources That Can Help You Today** section, click **Get started learning now**.
- 5) A Web page listing the available training appears.
 - **Scan your system (if you did not follow steps above).** Follow the instructions under Step 1. You will scan your system to ensure it meets the system requirements. You may need to download updated software to “ready” your system for on-line courses.
- 6) **Choose a digital literacy training program.** Follow the links under Step 2. You have two options:
 - a) **Digital Literacy Training for Individuals New to Computing:** Your courses are ready. No voucher is required. Simply choose the language you want to take the course in at the bottom of the page and hit Go. Choose the digital literacy curriculum and follow the instructions.

There are many digital literacy courses to choose from within three major categories: **Basic Curriculum**, **Standard Curriculum** and **Advanced Curriculum**. Review the Chart on Page X for additional detail on the courses within each Curriculum area. Each course offers an on-line assessment tool to help you determine if you need to take it.

You may be prompted to allow pop-up windows. Ensure that your speakers are not muted and the volume is turned up. You may also view a transcript of the course narrative by clicking **Show Transcript** on the upper right side of the screen.

- b) Windows Vista and Microsoft Office 2007 Essentials:** To access these primer courses, use the following access code: 9039-EAWOB-9882 (also listed on the webpage).
- a. Clicking the link sends you to an e-learning access code entry page.
 - b. Check the box to accept the Microsoft Software License Terms (also called the End User License Agreement), and then enter the access code into the specified box and press ENTER.
 - c. You may have a pop-up window that asks if it can automatically sign you in with your Windows Live ID. Click **Accept**.
 - i. If you do not have a Windows Live ID, click on “sign up now” to create. You will need to enter an email address and password. Microsoft will send you an email confirmation. Go to your email account, open the email and follow the instructions.
 - d. You are sent then to a Thank You page, which confirms you have access to the Windows and Microsoft Office Essentials courses.
 - e. Click Go to **My Learning** to see your online content.



- f. This will take you to a personalized space that stores all of the learning content you have saved.
- g. Click on the course you want to start.

Each time you wish to return to your e-learning, follow these instructions:

1. Start by accessing the Internet. Type www.microsoftlearning.com into the address bar and press ENTER on your keyboard.
2. On the right, click **Returning users** and sign in as instructed.
3. Click **My Learning** in the upper-left corner to bring you to a personalized space that stores all of the learning content you have saved. Click on the course you want to start.

If you need assistance at any time in the registration process or during your e-learning, call 800-636-7544 from 6:30 a.m. to 5:30 p.m. You will be asked for an “MCP” number, but ignore that request; you don’t need this number. For assistance, you also can send an e-mail to learn@microsoft.com.