

Under the RSCCD Microsoft license agreement, faculty and staff are qualified to use **Microsoft E-Learning**, which is an online training environment filled with valuable resources (at no additional cost).

Employees are eligible to access E-Learning courses online at Microsoft.com. These courses are meant to help you keep up-to-date with the latest major software releases. Access to the Microsoft E-Learning online environment is for employees of **SAC, SCC, and DO only; your access will be terminated immediately if/when your employment ends.**

Do not share the codes below with unauthorized users; this is not permitted under our license agreement with Microsoft.

To login to the Microsoft® E-Learning courses, please follow the steps below:

1. Go to: <https://onlinelearning.microsoft.com/subscriptionactivation/> and select **"Office 365 account"** and login with your email and network password.

Sign in

How would you like to sign in?



[Microsoft account](#)

Sign in with the account you use for OneDrive, Xbox Live, Outlook.com or other Microsoft Services.



[Office 365 account](#)

Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services.

2. Enter your multiuse access code shown below (the code is case-sensitive) and your work email address:

Our SAC, CEC, and DO Program Code is:

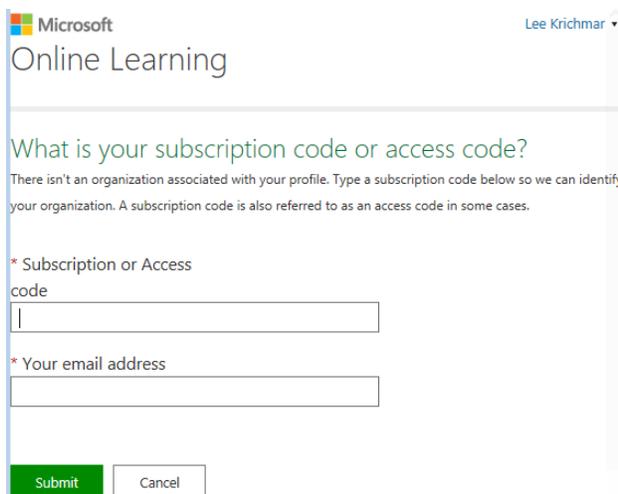
IWO34CD193

← Maximum of 893 users

Our SCC and OEC Program Code is:

IWOC0EB0CF

← Maximum of 400 users



Microsoft Online Learning

Lee Krichmar

What is your subscription code or access code?

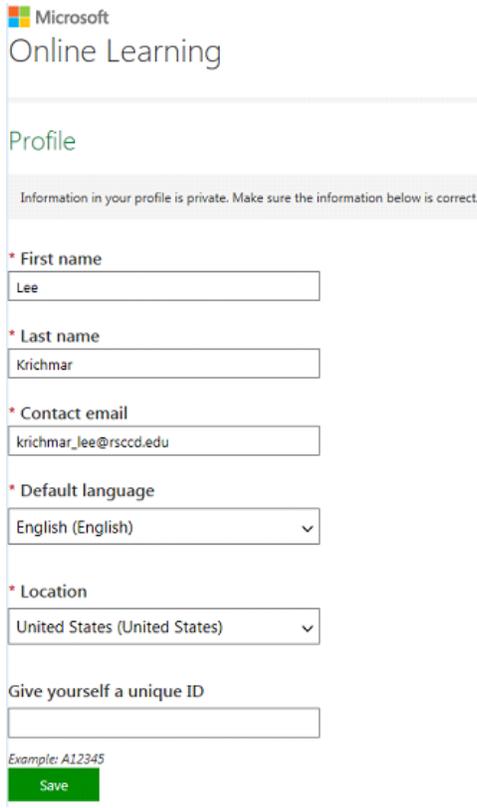
There isn't an organization associated with your profile. Type a subscription code below so we can identify your organization. A subscription code is also referred to as an access code in some cases.

* Subscription or Access code

* Your email address

Submit Cancel

4. You'll be prompted to complete your profile and click "Save" as shown below:



The screenshot shows the Microsoft Online Learning profile completion page. At the top, the Microsoft logo and "Online Learning" are displayed. Below this, the "Profile" section is highlighted in green. A message states: "Information in your profile is private. Make sure the information below is correct." The form includes the following fields:

- * First name: Text input field containing "Lee".
- * Last name: Text input field containing "Krichmar".
- * Contact email: Text input field containing "krichmar_lee@rscdd.edu".
- * Default language: Dropdown menu showing "English (English)".
- * Location: Dropdown menu showing "United States (United States)".
- Give yourself a unique ID: Text input field with an example "A12345" shown below it.

A green "Save" button is located at the bottom of the form.

5. You will receive an e-mail confirming your registration. A confirmation page appears indicating that the access code has been accepted (or you may receive an error message if the code was not accepted). You will need to "Accept" the license agreement to proceed.

6. Once logged in, you can use the search window to find topics of interest; click the "Add" button to add any specific course to your course list.

7. Click a course title to launch the training. You have 12 months from the time of launch to finish that course.

Once registered, to access your course at any time, please follow these steps:

1. Go to: <https://onlinelearning.microsoft.com/>.

2. Click the "Sign In" button, select "**Office 365 account**", and login with your email and network password.

3. You can use the search window to find topics of interest, for example, Office 2013, as shown below. Click the "Add" button to add it to your course list.

 office 2013 (27)

[Export Catalog to Excel](#)

Narrow by:

English (English) ▾

Sort by:

Relevance ▾

Course	Microsoft Office 2013 Word Expert The Microsoft Word 2013 Expert course shows you how to manage and share documents, design advanced documents, create advanced references, and create custom Word elements.
	<input type="button" value="Add"/>

Course	Microsoft Office 2013 Excel Expert The Microsoft Excel 2013 Expert course shows you how to manage and share workbooks, apply custom format and layouts, create advanced formulas, and create advanced charts and tables.
	<input type="button" value="Add"/>

<http://www.microsoft.com/>

If you have any questions regarding your access code, or logging into the Microsoft E-Learning site, please contact the ITS Help desk at 564-4357 (HELP).

If you experience any problems with your E-Learning training, please contact the regional support center in your region at <http://www.microsoft.com/learning/support/worldsites.mspx>.

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