

# Microsoft Office

## Enrolling in Microsoft E-Learning

Microsoft E-learning is free to UMass Med faculty, staff and students and is available anytime, from anywhere. It consists of hundreds of online courses created by Microsoft experts, including many applications in use at UMass Medical School such as Word, PowerPoint, Excel, Outlook, and Access. Every course includes practice exercises and a self-test so you can track your progress.

## How to Enroll

The self-enrollment process takes about 10 minutes, but it is a one-time process.

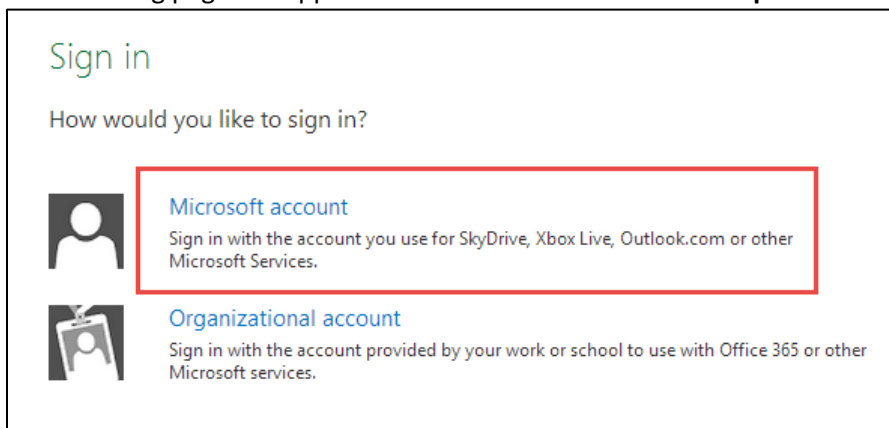
Note: You will need to access to your UMMS E-mail account during the enrollment process so you can confirm and verify your E-mail address.

### Step 1: Create an Account

1. Go to <http://onlinelearning.microsoft.com/?whr=default>. and click on **Sign In** (upper right corner of your screen)

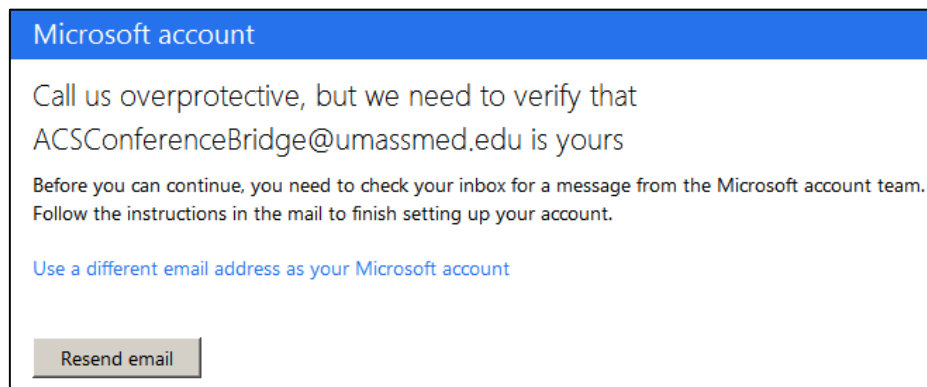


2. The following page will appear. **Select the Microsoft account option.**



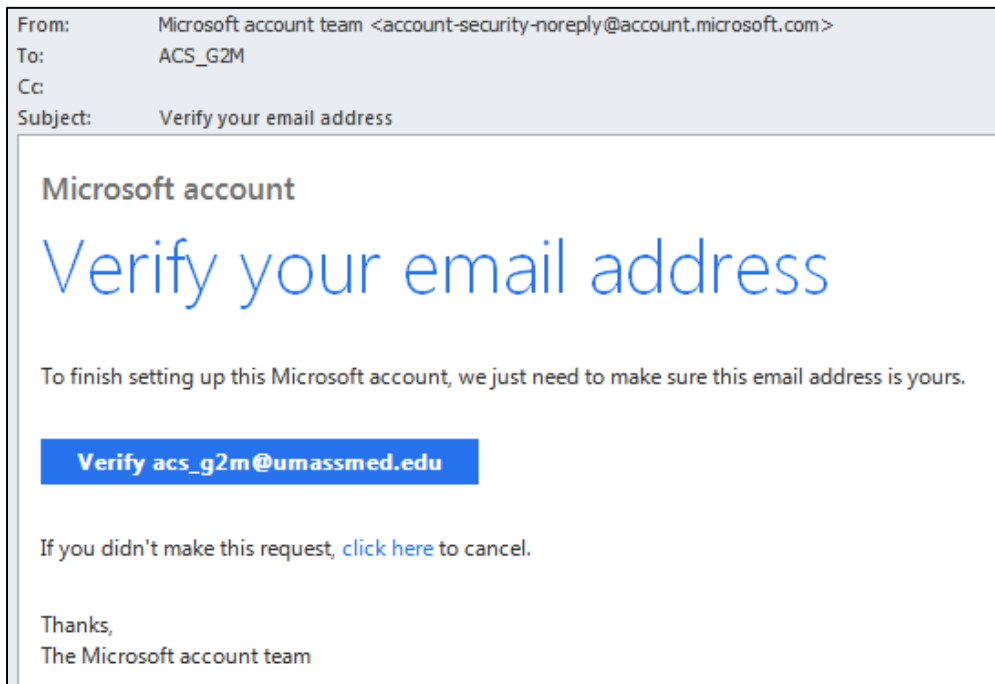
3. Within the Sign in area, click the Sign up now link. [Don't have a Microsoft account? Sign up now](#)
4. Complete the **Sign up Form** using your UMass Med E-mail address and click on **Create Account** at the bottom of the form.

5. The following Screen will appear: ( Begin to follow the instructions and verify your E-Mail address) **Click the Resend E-Mail button**

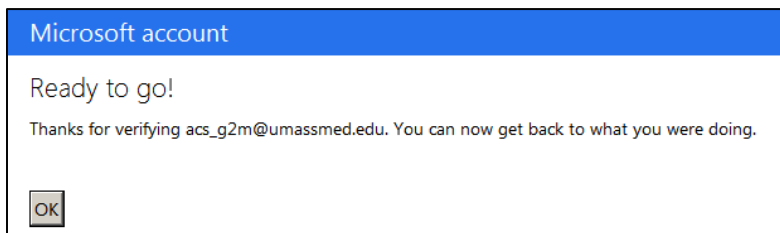


## Step 2: Verify your E-Mail

1. Within your UMMS Outlook E-Mail you should have received 2 emails. Disregard the first E-Mail that you received, **open the most recent.**



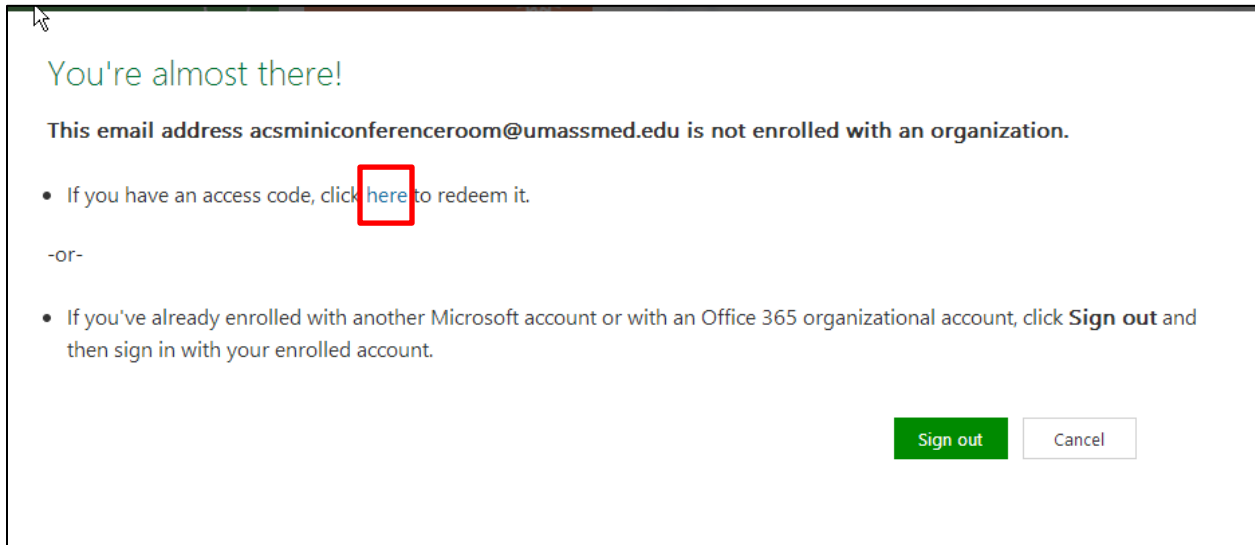
2. Click on the Blue Verify E-Mail Button to verify your E-Mail. Sign in. The following Screen will appear:



3. You will now be directed to complete your account setup and register the UMass access Code.

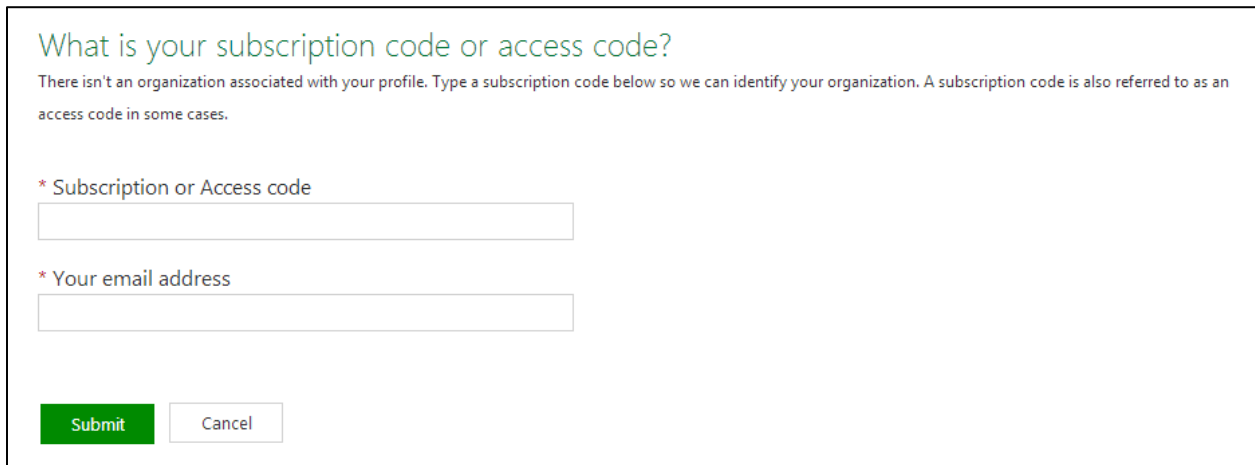
### Step 3: Register with the UMass Access Code

1. After clicking the OK button, the following screen will appear. **Click the here link.**



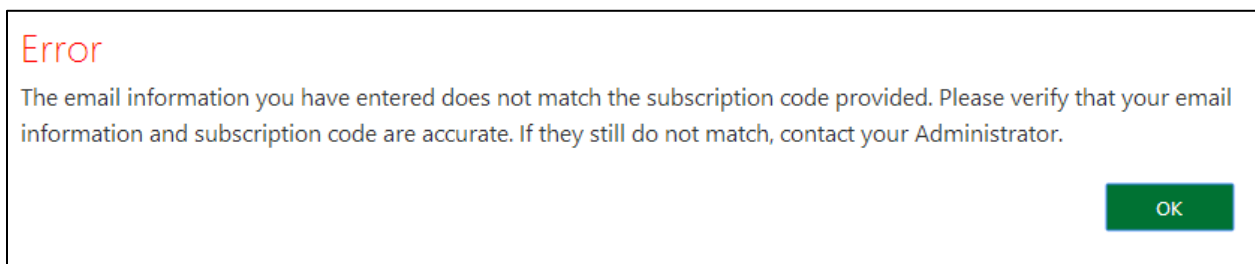
This screenshot shows a registration page with the heading "You're almost there!". Below the heading, a message states: "This email address acsminiconferenceroom@umassmed.edu is not enrolled with an organization." There are two bullet points: the first says "If you have an access code, click [here](#) to redeem it." The word "here" is highlighted with a red square. The second bullet point says "If you've already enrolled with another Microsoft account or with an Office 365 organizational account, click **Sign out** and then sign in with your enrolled account." At the bottom right, there are two buttons: a green "Sign out" button and a white "Cancel" button.

2. **Enter** the following information: **Access Code:** IWODD56EDD **Work E-Mail Address:** Your work E-Mail Address and **Click Submit**



This screenshot shows a form titled "What is your subscription code or access code?". Below the title, a message says: "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." There are two input fields: the first is labeled "\* Subscription or Access code" and the second is labeled "\* Your email address". At the bottom left, there are two buttons: a green "Submit" button and a white "Cancel" button.

Note: If you are not registered using your UMMS E-mail account an error will occur. A UMMS E-mail account is required to access the UMMS E-Learning Module.



This screenshot shows an error message with the heading "Error" in red. The message text says: "The email information you have entered does not match the subscription code provided. Please verify that your email information and subscription code are accurate. If they still do not match, contact your Administrator." At the bottom right, there is a green "OK" button.

3. Click Continue

Thanks, we activated your subscription

Please take a few moments to complete your activation

You can change your profile information anytime by clicking your name at the top right of the page, and then "Edit profile."

Continue

4. The following screen appears. Check the I Accept check box and click Continue.

Take a moment to acknowledge the following:

Your use of the Microsoft Learning website and all associated materials and services are governed by these [terms of use](#).

You agree that Microsoft may share information about your activities on Microsoft Learning services with your employer/academic institution. To learn more, about the information collected by this site, see our [privacy and cookies statement](#).

If you do not agree, do not select "I Accept" and do not access or use the site.

I Accept

Continue

5. **Complete** the Profile page. ( Your name will be automatically populate) **Click Save.**

Profile

Information in your profile is private. Make sure the information below is correct.

\* **First name**

\* **Last name**

\* **Contact email**

\* **Default language**

\* **Location**

Give yourself a unique ID

*Example: A12345*

6. Your Online Learning home page will appear. Select Browse courses to see the course listings available to you

